

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR, TRiO VETERANS PROGRAMS**

#### **BASIC FUNCTION**

Under the direct supervision of the Dean, of Enrollment Services or assigned supervisor, the Director, TRiO Programs, has primary responsibility for administering all aspects of these categorical, federally funded, TRiO grant programs. The Director will primarily be responsible for selecting and providing advising support to participants, managing and tracking federal funds, recordkeeping, implementing project activities, hiring and supervising staff, conducting project evaluations and meeting reporting requirements as set by the U.S. Department of Education.

#### **REPRESENTATIVE DUTIES**

Essential duties:

1. Provide management leadership, coordinate and operate the Federal TRiO Veterans Program.
2. Serves as the primary representative between the College and the U.S. Department of Education, Federal TRiO Program.
3. Communicates changes and/or seeks prior approval from U.S. Department of Education Program Specialists.
4. Provide the leadership for a campus informational outreach effort to attract participants who are either low-income, first-generation, veteran, or an individual with disabilities, who have a need for academic support in order to pursue a 4-year postsecondary educational program.
5. Maintain compliance with state and federal laws, regulations, and District policies regarding the administration of the Student Support Services Grant.
6. Responsible for mid-year and end-of-year performance, budget, and other reports as deemed necessary.
7. Implement a staff development program to improve the effectiveness and efficiency of the services provided by Student Support Services personnel.
8. Coordinate with College programs to communicate student opportunities and to obtain information regarding potential TRiO Program students.
9. Attend TRiO campus advisory director board meetings, regional and national TRiO conferences, regional TRiO Program meetings, and Education Department technical trainings.
10. Make presentations to community organizations, faculty, staff and administrators to inform them about the TRiO Programs. Verify applicants' eligibility for program services, select new participants, and coordinate a new participant orientation.
11. Coordinate and supervise various program activities such as registration, tutorial assistance, counseling, summer programs, and other programs for TRiO Veteran program participants.
12. Organize, develop, and disseminate brochures, pamphlets, social media, website, technological, and other informational material publicizing the availability of student and academic services provided by the TRiO Programs.
13. Design, implement, and monitor program evaluation of the TRiO Program.
14. Assure accurate documentation of the TRiO Program's fiscal records, student records, and evaluation data.
15. Establish and maintain effective and cooperative working relationships with various faculty, staff, students, and community organizations; and maintain inter-program and interdisciplinary communications.
16. Through continued study and participation in professional organizations, maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
17. Participate in local, regional and state activities to promote the College.
18. Design communication and recruitment campaigns and strategies to attract and retain program participants and reach program capacity

Other duties:

19. Carry out such other duties as may be assigned by the Dean, Vice President, President or designee.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** State and federal laws and regulations governing related grant activities and California Community Colleges, district policies and procedures, the mission and student population of California Community Colleges and the Coachella Valley, student development, counseling and advising, financial aid resources, financial literacy, research and assessment, supplemental instruction and tutorial services, strategies to increase student retention and college completion, resources and services that can benefit students from traditionally disadvantaged backgrounds, management and staff professional development, interpersonal skills including tact, patience, and diplomacy.

**Ability to:** Work with internal and external participants in building and maintaining positive relationships; develop and manage a program budget; assist faculty and staff in developing and implementing strategies to improve student success; prepare and submit reports to supervisors and reporting agencies; utilize computer technology and appropriate software programs; communicate effectively both orally and in writing; demonstrate an understanding and sensitivity to the needs of diverse students, especially those from traditionally disadvantaged backgrounds; attend local, regional and national conferences.

### **EDUCATION AND EXPERIENCE:**

**Education:** A Bachelor's degree required, Master's degree preferred.

**Experience:** Three (3) years of progressively responsible management experience required in higher education, preferably with experience at the community college level, including demonstrated experience in training and supervision of employees and expertise in the areas of student development and teaching/learning environments relevant to the target student population. Strong background in report writing, formal communications and budget management. Strong interpersonal skills. Demonstrated experience in facilitation and collaboration of work across college divisions and departments.

### **WORKING CONDITIONS**

Office environment, outdoors as needed. Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Frequent interruptions. Some weekends and evening required. Driving a vehicle to conduct work as necessary.

### **EMPLOYMENT STATUS**

Classified Supervisor

Approved: 07/16/2015, 12/16/2020 (pending)

Revised: 11/2020

Leadership VII