DEFINITION

Under general direction of an Academic Director or Dean implement grant funded projects in coordination with a variety of Student Learning or Student Support Departments and Programs; provide instructional support to students and assist with student retention activities; and perform other duties as required.

DISTINGUISHING CHARACTERISTICS

The Supervisor, Grant and Categorical Projects is distinguished by the requirement to oversee the implementation, development, evaluation, and reporting of a variety of grant and categorical funding projects and student support activities. The supervisor will provide services and support necessary to meet program outcomes and to increase student success and retention.

Incumbents in this position support student learning outcomes by identifying at risk students and providing referral and intervention activities to increase their ability to be successful in a variety of student learning and support programs.

ESSENTIAL FUNCTIONS

- In conjunction with an Academic Director, or Dean, or Division Chair expand and enhance existing industry partnerships;
- Prepare and maintain official grant project files including local and state reports and financial documents;
- Initiate, compile, and maintain records and other data required by the District, grants and other official regulatory agencies;
- Supervise staff assigned to grant funded projects;
- Monitor expenditures from the grant's current year's approved budget;
- Develop retention strategies using appropriate college resources;
- Refer at risk students to appropriate college and/or community resources;
- Meet, monitor, and provide follow up with identified students;
- Review specific plans for success with students who are identified by faculty or self-identify as needing assistance;
- Attend division faculty meetings and other college wide meetings as necessary;
- Facilitate access to and intervention assistance with students;
- Maintain, expand, and enhance coordination of mentoring programs for students with the division as well as industry partners;
- Participate in planning and implementing the evaluation process of projects;
- Collaborate with the designated academic counselor for a variety of student learning and support programs to provide necessary support for students in a variety of stages of matriculation (application processes as well as currently enrolled students);
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.
Duties may require the physical ability to:

- Work with a high degree of independence to oversee programs, including student orientation programs and retention activities;
- Organize and carry through on assignments and projects;
- Participate in community awareness and education activities;
- See for the purpose of reading laws, codes, rules, policies and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Manual dexterity sufficient for keyboard and other office equipment operation.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:

Required
- Bachelor’s Degree in a field related to the position; or
- Associate Degree and two years of experience working with community college experience.

Preferred
- Masters Degree in a field related to the position.

Experience:

Preferred
- Three years experience working with community college students;
- Project management and/or program administration experience in a community college setting preferred.

Or any equivalent combination of education and experience.

Knowledge of:

- Understanding, interpreting and applying federal, state, and district rules, regulations, procedures and policies which pertain to academic and student support programs;
- Effective communication and interaction with persons of diverse background and abilities;
- Local industry needs;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

License and Certificates (current within the last year):

- Possess a valid California Driver's license.

Board Approval: 08/08/07