



**CUESTA COLLEGE (CA)**  
invites applications for the position of:

## **Director of Outreach, Orientation, and Success Activities**

**SALARY:** \$41.57 - \$50.53 Hourly  
\$7,206.00 - \$8,759.00 Monthly  
\$86,472.00 - \$105,108.00 Annually

**OPENING DATE:** 09/21/17

**CLOSING DATE:** 10/20/17 09:05 AM

### **JOB DESCRIPTION SUMMARY:**

#### **DEFINITION**

Under the general direction of the Dean of Student Services the Director of Outreach, Orientation, and Success Activities shall be responsible for managing Outreach, Orientations, Success Activities, and Transfer/Career Center. The Director will provide leadership in the development of programs, oversight of program planning, program staff, program review and learning outcomes. The responsibilities of the Director extends to all sites for the District, for providing linkages with service area high schools, community organizations and agencies, overseeing program funding and performing other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Director of Outreach, Orientation, and Success Activities will provide direct leadership and coordination for college-wide outreach activities as well as day-to-day support of the student success activities taking place in the Counseling Department and Transfer/Career Center. This will include coordination of outreach activities with all areas of the college, as well as ongoing assessment of needs and development of long-range plans. The Director shall implement the mission and policies of the District and ensure that the Departments and Programs strive to achieve the College mission, vision, and institutional goals. Incumbents in this position support student learning outcomes and institutional effectiveness by ensuring all students have access to and benefit from student success and support programs and academic counseling services.

### **ESSENTIAL FUNCTIONS & QUALIFICATIONS:**

#### **ESSENTIAL FUNCTIONS**

- Implement the mission and policies of the college and ensure that the department personnel and programs strive to achieve the college mission, vision and institutional goals;
- Direct and provide leadership for college-wide Outreach activities and operations;
- Engage in regular planning and dialog with the Dean of Student Services, Student Services Department Chair, Counselors and student services staff. Participate regularly in functional planning meetings with Academic Affairs, Cuesta College

- Advancement Office, High Schools and Community Based Organizations and Agencies;
- Oversee and manage day-to-day operations of the Transfer/Career Center;
  - Direct and supervise activities related to outreach, orientation, and success activities, such as Promise Day, Transfer Day, College Night; and Student Success Festival;
  - Coordinate the District's Re-Entry Student Program;
  - Participate in the selection and employment recommendations of regular and temporary staff within areas of responsibility and in departments throughout the District;
  - In collaboration with the Dean of Student Services, Student Services Department Chair, student services faculty and staff, facilitate professional development opportunities;
  - Supervise and evaluate the performance of classified personnel within areas of responsibility;
  - Support and promote the programs, functions, and goals of the areas of responsibility, the cluster, and the District;
  - Develop and supervise on and off campus activities related to all areas of responsibility;
  - Work in close coordination with the Student Success and Support Program (3SP) and with other student services entities to effectively serve students with assessment, orientation, counseling, and advising, as well as with admissions, career and transfer services, articulation, research/evaluation and prerequisite implementation, Disabled Student Programs & Services (DSPS), Extended Opportunity Programs & Services (EOPS), CalWORKs, financial aid, and mental health crisis intervention;
  - Participate in regular division meetings;
  - Coordinate support services/workshops for new and continuing students and probation and dismissal reinstatement workshops/interventions each term;
  - Provide oversight of strategic planning and educational master planning efforts related to assigned programs;
  - In coordination with the outreach and Transfer/Career Center teams, direct the development, evaluations, and revisions of the programs to include preparation and coordination of all Institutional Program Planning and Review (IPPR) documents for the program elements and reports to identify trends for use in forecasting services and improvements; this planning will include the development of an outreach calendar focused on serving service area high schools and community based organizations and agencies;
  - Research changes and innovations in programs including the identification and use of learning outcomes and assessment and lead the exploration of other program improvements;
  - Engage in the participatory governance processes through serving on District wide committees;
  - Provide for and assist in the design and implementation of activities to promote and support professional development of faculty and staff within their respective fields;
  - Develop partnerships with service area high schools to facilitate student transition from high school to college;
  - Report on areas of responsibility to the Dean of Student Services and the Assistant Superintendent/Vice President of Student Services and College Centers;
  - Implement strategies that enhance college enrollment, effective student success practices and student retention;
  - Research policies, changes and innovations in Outreach, Orientation, and Success activities, including the identification and use of learning outcomes and assessment;
  - Perform duties and functions as a member of the Student Support Leadership Team;

- Develop and monitor departmental budgets for assigned programs;
- Develop and administer periodic student data reports in cooperation with the Institutional Research Department and Information Technology as required by the District, Federal, State, and local agencies;
- Represent the college to the community through community contact and as a liaison to community organizations;
- Integrate innovative technology to remain current and effective in meeting students' needs;
- Oversee and coordinate the use, maintenance and/or replacement of facilities and equipment within areas of responsibility;
- Promote security, safety, and energy conservation in areas of responsibility; and
- Perform other related duties as required.

## **QUALIFICATIONS**

### **Education:**

Required

- Must meet the minimum qualifications for an educational administrator (pursuant to Title V, Section 53420):
  - a) Possession of a master's degree; and
  - b) One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

### **Experience:**

Required

- Minimum two years work experience in higher education in the area of student services, counseling, or outreach; and
- Direct service to underrepresented and disadvantaged students.

Preferred

- Management or leadership experience;
- Experience with college outreach activities;
- Experience with Career and Transfer Activities;
- Experience with student success activities/interventions;
- Experience at the Community College level;
- Experience in data tracking and reporting;
- Experience in budget management;
- Knowledge of Student Support and Success Act (2012), California, SB 1456, California Education Code and Title 5.

### **Knowledge of:**

- Principles and practices of administration;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software; and
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and

### **Ability to:**

- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and

- 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.

**Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

**License and Certificates:**

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

**ADDITIONAL INFORMATION:**

**Required Documents:** Candidates will be required to submit a cover letter, resume, reference list, and unofficial transcripts when applying for this position. Your reference list must include five professional references, their contact information and their relationship to you. *When uploading documents, PDF uploads are preferred.*

Completed online applications and all supporting documents must be submitted **by the closing date for this position**. LATE, INCOMPLETE, FAXED, MAILED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

San Luis Obispo County Community College District ("Cuesta College") is an equal opportunity employer committed to nondiscrimination on the basis of race, ethnicity, color, religion, national origin, sexual orientation, gender, gender identity, gender expression, marital status, medical condition, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), age, disability (physical and mental), genetic information, military and veteran status, or any other characteristic protected by applicable federal and state law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Reasonable accommodations will be provided for applicants with disabilities who self-disclose. Cuesta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

In compliance with California law, all prospective staff and students are entitled to read the Annual Security Report, published each October by the Cuesta College Department of Public Safety. This report contains information about our emergency and crime reporting procedures, as well as crime statistics for the past 3 years. You may request a copy of this report at one of our two Public Safety Offices: on SLO campus at Building 6600A or on North County Campus at building N1035, during campus business hours. You may also access the complete text of this report at the following website address:  
[http://www.cuesta.edu/student/findingway/public\\_safety/clery\\_act.html](http://www.cuesta.edu/student/findingway/public_safety/clery_act.html)

**INTERVIEW PROCESS INFORMATION:**

Selected applicants will be invited to attend an interview and presentation on Monday, November 6, 2017 or Tuesday, November 7, 2017.

Second interviews are scheduled for Wednesday, November 8, 2017.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://cuesta.edu/departments/nonacademics/humanresources/index.html>

Position #FY1718 - 9  
DIRECTOR OF OUTREACH, ORIENTATION, AND  
SUCCESS ACTIVITIES  
SF

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