

MANAGER OF STUDENT EQUITY AND RE-ENTRY SERVICES

Contra Costa College

DEFINITION

Under general direction, the Manager of Student Equity and Re-Entry is primarily responsible for managing the Re-entry Center, the high school/community recruitment program, gender equity and student equity efforts as directed.

DISTINGUISHING CHARACTERISTICS

The incumbent in this classification is expected to perform responsibilities with minimal supervision. He/she will need to exercise independent judgment and make responsible decisions. He/she is expected to work effectively with individuals and other units to coordinate resources to perform duties. The incumbent will need to exercise sensitivity and discretion in working with various publics on and off campus.

RESPONSIBILITIES

The Manager of Student Equity and Re-Entry is primarily responsible for the following activities:

Managing the Re-entry Center and working with advisory groups as appropriate.

Managing the Student Transition Center and working with advisory groups as appropriate.

Serving as the college gender equity coordinator; planning and implementing nontraditional vocational workshops and activities.

Coordinating the high school outreach and recruitment program, working cooperatively with appropriate groups and individuals; coordinating career days and other community outreach efforts to nontraditional or under-served populations; assisting with all recruitment efforts as directed.

Coordinating implementation of the college student equity plan and gender equity plan as directed.

Preparing and recommending an annual budget for the activities or programs supervised; administering such activities within the limits of that budget when approved.

Managing grant or special projects as directed.

Preparing and maintaining all records, files and reports required by the Education Code or requested by the college or district.

Orienting, supervising and evaluating support staff assigned to programs of responsibility.

Conducting work activities that emphasize data-based decision making, continual process improvement and respect for differences.

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RESPONSIBILITIES (continued)

Developing and implementing the college's mentoring program which includes working with students and faculty and keeping records on participation and supervising the college's tutoring program.

Managing grant or special projects as directed.

Performing other related duties as assigned.

REPORTING RELATIONSHIPS

The Manager of Student Equity and Re-Entry reports to the Dean of the College. Those positions responsible to the manager are classified staff and others involved in programs of responsibility.

MINIMUM QUALIFICATIONS

Knowledge of:

Nontraditional student populations.
Counseling-related intervention strategies for re-entry students.
Urban and inner city populations and problems.

Ability to:

Work effectively with nontraditional student populations.
Apply quality management principles.
Communicate effectively and appropriately in oral and written form.
Coordinate events and projects.
Maintain accurate records and meet established schedules.
Be sensitive to and relate appropriately with students of various ethnic and cultural populations.

Experience and Education:

Earned Bachelor's degree or advanced degree of at least equivalent standard from an accredited institution of higher education.
Two years of successful work in an academic or social service setting providing direct service to students or clients or two years of supervisory or management experience.

DESIRABLE QUALIFICATIONS

Experience in, knowledge of, or the ability to understand the following:

- Communication skills necessary to successfully perform duties assigned.
- Project management.
- Work with nontraditional student populations such as second language populations, re-entry women, displaced homemakers.
- High school-age populations.
- How to work effectively with diverse groups of people and challenging individuals.
- Continuous improvement, self-directed teams, data-based decision making, process improvement.
- Planning workshops and conferences.

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PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays. Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrates ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrates the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrates the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrates ability to input necessary data into computer terminal and/or create documents, reports, and press releases to perform the essential functions of this position.
- Demonstrates an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.