

DIRECTOR OF RISE UP CENTER

DEFINITION

Under the direction of the Dean of Special Programs, plans, organizes and directs the activities and operations of the Rise Up Center and will provide leadership to assigned service areas, which may include overseeing Basic Needs, Collaborative, Comunidad, LGBTQ+, Rising Scholars Network, UndocuAlly, Umoja, and other programs that are part of the Rise Up Center's on east and west campus. This position may be responsible for the production of various documents relating to student success and services, including state and federal reports, handbooks, forms, and other documents.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Dean of Special Programs.

A Director assumes management responsibility for a Student Services area or areas. Provides direct functional and technical supervision to a variety of staff and may exercise supervision of faculty assigned to the area. This classification is distinguished from a Dean or Associate Dean by a focused level of responsibility and/or limited number of service areas assigned.

ESSENTIAL DUTIES

- Provide leadership to assigned programs in Student Services, which may include Counseling, Basic Needs, Collaborative, Comunidad, LGBTQ+, Rising Scholars Network, UndocuAlly, and Umoja programs.
- Provide leadership in MIS data submission and accountability.
- Develop and monitor departmental plans and budgets using an equity framework.
- Maintain compliance with local, state and federal guidelines related to Special Programs.
- Coordinate and administer support services for new and continuing students for each term.
- Oversee hiring, evaluation, scheduling processes for Student Services staff.
- Maintain records and submit reports to the college and appropriate external agencies.
- Assist in the preparation of district applications for outside funding for Student Services programs.
- Administer board approved policies and regulations as they relate to the unit.
- Oversee/conduct program reviews and make appropriate recommendations to meet the needs of a diverse student body.
- Assist with the coordination of the college's matriculation plan and provide supervision of components of the plan.
- Oversee and coordinate assigned student success and student equity initiatives and projects.
- Plan, coordinate, and evaluate co-curricular student activities, events, programs.
- Coordinate service learning opportunities and student volunteerism opportunities.
- Foster an inclusive campus community that promotes developmentally appropriate, active learning environments outside the classroom to meet the needs of a diverse student population and promote student equity.
- Collaborates with college personnel to create, implement and monitor diversity, equity, inclusion, and accessibility programs, projects, and matters.
- Develops and implements college-wide equity, inclusion, and accessibility efforts to promote a supportive environment for students and the campus community.
- Other duties as assigned within the scope of this assignment.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Effective instructional, student development and instructional support practices at the community college.
- Current issues related to student services, instruction and articulation for the success of all students.
- Knowledge and understanding of commitment to shared governance.
- Effective written and oral communication skills.
- Effective budget management practices, with special emphasis on categorically funded programs
- Understanding of good pedagogical practices for adult learners.
- Efficient administrative practices through an integrated approach to planning, budgeting, and scheduling.
- Knowledge of and demonstrated experience working with student services programs at the college or university level

Ability to:

- Demonstrate a high degree of professionalism and integrity.
- Demonstrate a sensitivity to and interest in the critical role of student support service to the success of community college students, faculty, and staff.
- Ability to work in a collaborative manner as a team member in division, college and district-wide activities and projects.
- Ability to develop effective educational, student support services and student development programs to meet the needs of the College.
- Ability to manipulate relevant technology to access, analyze and report relevant data and other programmatic information.
- Ability to collaborate with others to strengthen intra-College, community, and District-wide staff relations.
- Ability to support staff development, achieve hiring success, enhance evaluation, recognize and mitigate personnel issues, and resolves conflicts.
- Ability to develop and nurture an effective student/learner center environment.
- Ability to be supportive of the comprehensive community college mission.
- Ability to demonstrate a commitment to community and campus activities.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Education: Possession of a Master's Degree **AND** one year of successful experience in field related to the administrative assignment **OR** a California Community College Supervisor Credential **OR** other appropriate valid California administrative credential.

Experience: Administrative experience preferred at the community college level. Two years of community college teaching experience. Three years of experience as an instructional administrator.

Class Adopted: 08/01/2022

Class Amended: