

**PROGRAM MANAGER, STUDENT SUCCESS AND EQUITY**

| **Reports to:** | Dean, Counseling & Student Development |  |  |
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| **Dept:** | Student Equity | **Range:** | 31 |
| **FLSA:** | Exempt | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, coordinate, organize and oversee the staff and daily operations of the Student Equity department and Social Justice & Equity Center; assist in the development, implementation and refinement of the college Student Equity Plan as part of the Student Equity and Achievement Program; determine institutional needs related to equity, formulate action plans and work with faculty and staff to provide diversity and inclusion projects and services aimed at equitable outcomes for students; develop and monitor the department budget and the Diversity Fund allocation process; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, assign, schedule, supervise and evaluate the work of assigned department staff; with staff, develop, imple­ment and monitor operational plans to achieve department objectives; manage program budget; make purchases and other expenditures in accordance with district procedures and monitor perform­ance against the annual budget; develop, implement and evaluate plans, processes and procedures to achieve established goals and objectives in accordance with depart­ment standards; prepare and maintain a variety of records and reports.
2. Interview and participate in selecting new department staff; supervise and evaluate staff perform­ance; establish performance requirements and personal development targets; regularly monitor perform­ance and provide training, coaching and mentoring for perform­ance improvement, in accordance with district human resources policies and labor contract agree­ments.
3. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving district and division mission, objectives and service standards; enforce the maintenance of safe working conditions and ensure safe work practices are followed by staff; provide leadership to ensure a fair and open work environ­ment in accordance with the district’s mission, goals and values.
4. Under supervision, provide leadership in coordinating equity strategies for the district through collabora­tion with faculty, staff and students including the Student Equity Advisory; the Social Justice & Equity Center, and Academic Success & Equity (ASE) programs and other student programs and services; ensure compliance with state-mandated equity initiatives, requirements and regulations.
5. Assist the Dean in the development and implementation of a district-wide Student Equity Plan in coordination with the Student Equity and Achievement Program. Review and approve requests for Student Equity and Achievement funding and the Diversity Fund as it relates to the Student Equity Plan and diversity, equity, and inclusion events and activities. Monitor use of funds and ensure projects and initiatives meet district and state usage guidelines; develop policies and procedures to improve the efficiency and effectiveness of these investments in outcomes in student equity.
6. Oversee the development and implementation of equity-related diversity and inclusion-related programming and provide supervision for the planning and implementation of history and heritage month activities; ensure the accurate and timely dissemination and interpretation of information concerning student equity initiatives to staff, faculty, students and the general public through presentations and workshops; oversee the coordination and collaboration of cross-department equity programs and projects aimed at targeted groups; serve as the campus liaison for lesbian, gay, bisexual, transgender, queer/questioning, intersex, asexual (LGBTQIA+) needs.
7. In collaboration with human resources and other designated district personnel, develop, implement, and coordinate district-wide training around cultural competency and humility, increased awareness of disproportionately impacted populations and strategies to close the equity gap, and promoting a climate of diversity, equity, and inclusion. Work with the Research, Planning, and Institutional Effectiveness department to increase awareness of and access to student equity related data and progress on meeting needs and improving outcomes for disproportionately impacted populations. Assist in maintaining and updating the diversity, equity, and inclusion website as a campus resource. In partnership with human resources, research and identify relevant professional development and learning opportunities, both on and off campus, for district personnel related to diversity, equity, and inclusion. Serve as a resource on the Bias Response Team.
8. Collaborate closely with the institution’s School Relations and Diversity Outreach program to ensure department participation and marketing in outreach and access events with particular emphasis on disproportionately impacted populations.

**OTHER DUTIES:**

1. Represent the Student Equity department on various committees and at relevant meetings.
2. Attend state and local conferences and workshops related to equity.
3. Maintain and update a variety of department and program-related websites and social media accounts.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Requirements, guidelines, rules and objectives applicable to Student Success Act, Student Equity, and Student Success and Support Program and general college programs and services.
2. Direction and goals of a community college student equity plans and efforts.
3. Policy and procedure development.
4. General grant administration practices and procedures including budget preparation and control and purchasing requirements.
5. Principles, methods and practices applicable to the design and implementation of public relations, community outreach and marketing programs.
6. Applicable sections of the state education code and other applicable laws.
7. Modern office practices, procedures and equipment.
8. Standard business software and district computer applications used in the work.
9. Math and statistical computations.
10. Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
11. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
12. District practices and procedures for budgeting, purchasing and maintaining public records.
13. Principles and practices of effective supervision.
14. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Plan, supervise, assign, review and evaluate the work of support staff engaged in operations of the Student Equity department.
2. Implement and assist in the development and cross-department coordination of Equity Program initiatives.
3. Plan, organize and implement programs and activities in one or more Student Services areas.
4. Represent the district effectively in public settings and one-on-one with school administra­tors, potential students and the public on a variety of complex issues.
5. Coordinate, supervise and use automated systems to maintain records, collect data and generate reports.
6. Maintain current knowledge of college curriculum, rules, regulations and guidelines applic­able to assigned student services areas.
7. Coordinate, develop and implement services and outreach activities to recruit, retain and assist students, particularly at-risk students.
8. Assist in program-related research and evaluation.
9. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
10. Organize, set priorities and exercise sound, independent judgment within areas of responsi­bility.
11. Communicate effectively, both orally and in writing.
12. Understand, interpret, explain and apply applicable laws, codes and regulations.
13. Present proposals and recommendations clearly, logically and persuasively.
14. Operate a computer and standard business software.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Represent the district effectively in public settings and one-on-one with students, community groups, other colleges and the public on a variety of complex issues.
17. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability issues.
18. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree in a relevant field, and at least three years of progressively responsible experience related to student diversity, equity, and inclusion program development and implementation ; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

### WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Student Support Coordinator, Student Support Specialists, administrative support staff, student/temporary workers and contractors/consultants.

**CONTACTS:**

District administrators, faculty, staff, students, parent, college and community organizations, and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.