

RIO HONDO COMMUNITY COLLEGE DISTRICT

ASSISTANT DEAN, STUDENT EQUITY AND RISE SCHOLARS

DEFINITION

Under the direction of the Dean of Counseling, reviews and facilitates the ongoing development of campus-based Student Equity and Achievement initiatives and manages the RISE Scholars program. Collaborates with county partners in efforts to reduce recidivism and increase educational outcomes for formerly incarcerated or system-impacted students. Facilitates communication among student equity, matriculation, completion programs and services and the broader campus community. Supervises and evaluates the performance of assigned personnel. As co-chair of the Student Equity committee, develops and oversees Student Equity budget and allocations. Collaborates campus wide to advance equity principles and works to assure that programs and services meet student needs and objectives of the statewide Student Equity and Achievement Program.

SUPERVISION EXERCISED

Exercises direct supervision over faculty (as assigned) professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Plan, organize, control and direct the operations and activities of designated Student Equity and Achievement offices, programs, and services. E
- b. In conjunction with the Student Equity committee, organizes and facilitates implementation of campus Student Equity and Achievement Program. E
- c. Serves as co-chair of Student Equity committee. E
- d. Coordinates activities and discussion of equity principles and high impact practices to improve retention and success rates for disproportionately impacted student populations with appropriate deans, faculty, and staff. E
- e. Assures coordination of efforts between instructional and student services faculty, administrators and staff to meet Student Equity goals and objectives. E
- f. Responsible for the overall development, implementation, evaluation, and reporting of the RISE Scholar's program. E
- g. Maintain records and monitor academic progress of RISE Scholar participants. E

- h. Collaborate with Los Angeles County Department of Health Services, Probation and Parole, and Office of Rehabilitation in support of RISE Scholar program efforts. E
- i. Identifies and provides opportunities for professional development related to improving student outcomes. E
- j. Attends and conducts various meetings. E
- k. Operate a variety of office equipment including a computer and assigned software. E
- l. Responsible for the development and preparation of Student Equity and Achievement program budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; assist in the preparation and maintenance of program contracts and grant applications; conduct the annual review of the program effectiveness related to Student Equity and Achievement programs. E
- m. Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E
- n. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. E
- o. Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned to include, but are not limited to, management of grant programs and activities related to Student Equity.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Planning, organization, and direction of the operations and activities of Student Equity programs and services.
- Knowledge of student service models to support the success of a diverse student population.
- Principles of supervision, leadership, training and performance evaluations.
- Development and implementation of staff development activities.

- Program evaluation, student learning outcomes, and service area outcomes.
- Plan, develop, and submit program plans and reports on a timely basis.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Basic research methods.
- Budget preparation and control.
- Principles of grant management and audit readiness.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- District organization, operations, policies and procedures.
- Applicable federal, state and local laws, codes and regulations.

SKILLS TO:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

ABILITY TO:

- Plan, organize, and direct the operations of designated educational programs and services.
- Participate in the planning, development, and implementation of on and offsite programs, services, plans, strategies, projects, goals and objectives.
- Coordinate activities to assure compliance with established standards and requirements.
- Monitor, evaluate, and modify services, standards, practices, processes, policies, and procedures to enhance the educational effectiveness of programs and capacity to meet student needs.
- Understand, interpret and apply administrative and District policies and procedures as well as pertinent laws, regulations and ordinances.
- Communicate effectively both orally and in writing.
- Research, compile and analyze information to prepare comprehensive narrative and statistical reports.
- Make presentations (oral, power point, video or web based) to various groups.
- Establish and maintain cooperative and effective working relationships with faculty, staff, and community members.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines.
- Work independently with little direction.
- Select, supervise, motivate, counsel, train, and evaluate staff.

MINIMUM QUALIFICATIONS

EXPERIENCE:

- Two years of increasingly responsible experience in program management, preferable in a higher education setting
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

EDUCATION:

- Master's degree from a regionally accredited college or university with coursework in any academic discipline.

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment.

- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 48

Effective Date: November 11, 2020

*The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position.
We have indicated those duties with an E on the job description.*