

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



**EMPLOYMENT OPPORTUNITY FOR:
DIRECTOR OF STUDENT EQUITY**

**FLSA: EXEMPT
RANGE M3**

*** Special Note: This position is only used for the duration of a categorically funded program and will be terminated when the program ends.**

POSITION DESCRIPTION: Under the direction of the Dean of Student Success, the Director of Student Equity performs a variety of administrative duties to advance the District's Student Equity goals of ensuring equitable educational opportunities for all students, regardless of race, gender, age, disability, or economic circumstances. The Director of Student Equity will develop and coordinate student equity and success initiatives related to the academic, student support, and social needs of students from culturally and socially diverse and disadvantaged backgrounds.

EXAMPLE OF DUTIES:

- Responsible for the overall leadership, development, implementation, budget maintenance, supervision, and evaluation of the District's Student Equity Plans.
- Prepares and administers the District's annual and long-range Student Equity Plans and associated student equity reports in conjunction with District planning and budget development processes; monitor plans and timelines to accomplish student equity goals and objectives.
- Provides leadership in coordinating student equity strategies through collaboration with faculty, staff, administrators and students.
- Coordinates with the Office of Institutional Research to conduct student needs assessments, assess for disproportionate impact using the California Community Colleges Chancellor's Office guidelines, and develop a schedule and process for evaluating progress in implementing Student Equity goals and activities.
- Identifies future goals and strategies to enhance student equity that are integrated with other institutional planning.
- Assesses and monitors the academic achievement and retention rates of special cohorts, works with faculty to develop new programs and strengthen existing programs to respond to the needs of students.
- Collaborates with Dean of Student Services with the implementation of the District's Student Success and Support Programs Plan. Ensure that the District's Student Success and Support Program Plan and Student Equity Plan are integrated.
- Plans, recommends, initiates, and implements new programs to enhance student enrollment, success, achievement and transfer.
- Collaborates with staff and counseling faculty in identifying gaps in services and develops appropriate strategies to address these gaps and collects data to show progress.

- Works closely with faculty, staff and students to develop multicultural events on-campus that engage the campus community.
- Plans and promotes professional development opportunities for faculty and staff.
- Develops and provides training related to student equity for faculty and staff.
- Assists in identifying funding opportunities and other resources to help meet the needs of diverse students.
- Works with community leaders to achieve the mission of serving diverse communities through collaboration, innovation, and partnerships.
- Serves on Institutional Standing Committees and other committees as assigned within and outside the District.
- Administers special projects that support student access, retention, and completion goals of the District.
- Selects, supervises and evaluates assigned staff.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California Community College Student Success Act, Student Equity, and Student Success Services and Programs guidelines and regulations.
- Purpose, mission, and goals of California Community Colleges.
- State Education code sections and regulations, federal laws and regulations, and district policies related to community college instruction and matriculation.
- Laws, regulations, restrictions and requirements related to area of assignment.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Program review, student learning outcomes and program evaluation processes.
- Grant proposal writing and special funding resources.
- Budget preparation, implementation and administration.
- Current research and best practices in student success and equity.
- Interpersonal skills including tact, patience, and diplomacy.
- Oral and written communication skills.

ABILITY TO:

- Provide leadership, direction, and support to complex programs and projects.
- Plan, organize, direct, review and evaluate the development, implementation and evaluation of the Center's instructional programs and/or support services.
- Develop and modify curriculum to meet student and community needs.
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.
- Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of employees.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Assure timely and accurate preparation and submittal of comprehensive statistical reports as required.
- Plan and organize work.
- Organize multiple projects and carry out required project details throughout the year.
- Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Develop grant or special projects applications.

REQUIRED QUALIFICATIONS

- Master's degree from an accredited institution; **AND**
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment; **AND**
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.