

COMPTON COMMUNITY COLLEGE DISTRICT



DIRECTOR OF EDUCATIONAL PARTNERSHIPS

FLSA: EXEMPT

POSITION DESCRIPTION: Under the direction of the Vice President of Student Services, the Director of Educational Partnerships is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of local, state and/or federal educational partnerships, pathways and programs including: Dual Enrollment (College and Career Access Pathways, Afternoon College, Early College, Project Lead the Way), Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) and TRiO Programs. In addition, the Director of Educational Partnerships will provide leadership to the campus in the areas of: recruitment/outreach, development of relationships with local feeder high schools/community organizations, the successful transition of new students into college, matriculation, evaluation of program effectiveness, and recommending methods for continuous improvement of enrollment management on campus.

EXAMPLE OF DUTIES:

- Perform varied and responsible duties in the development, organization and administration of specific college educational pathways, programs, and partnerships, focused on ensuring student success and retention in specific areas such as: dual enrollment, high school and higher education partnerships, discipline-specific pathway programs, and other educational pathways and programs as assigned.
- Plan, create, and facilitate outreach activities and serve as a liaison with other community agencies and institutions, including K12 partners, four-year institutions, industry, and employers that serve, influence, support or align with the specific pathway or program to promote program enrollment and effectiveness.
- Plan, develop, and implement programs and services for targeted student communities.
- Develop, in collaboration with Deans, faculty, staff and educational partners, ways to monitor, track, and assess students participating within the educational partnership and/or pathway and implement interventions.
- Maintain all records; reports on participating student success, retention, and outcomes.
- Develop, in collaboration with faculty, staff, and educational partners, early alerts for student success. Provide leadership in implementing innovative interventions.
- Promote and facilitate the growth, development, marketing, and administration of specific pathway programs, including the development of materials, making presentations, initiating formal agreements with partnership programs, and responding to constituents in a timely manner.
- Organize, attend or chair a variety of administrative and staff meetings as required; serve on internal and external committees and special projects as assigned; active in developing successful partnerships to support the assigned pathway and program; coordinate programs and services as appropriate with internal District and college personnel, and outside partnership institutions.
- Serves as an initial point of contact for members of the local community and local school districts desiring information about the Compton College.
- Provides leadership to Compton College's outreach/recruitment functions which may include, but not be limited to, recruitment, community outreach, the development of relationships with K-12 districts, and the development of relationships with community organizations from which potential students can be recruited.
- Provides leadership and support to successfully transition new students into college.
- Manages and supervise faculty, staff, and students who work in assigned programs.
- Provides overall planning, evaluation, direction, and guidance to department staff and/or faculty in the day-to-day operations of assigned programs.

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- Assists the Vice President of Student Services in the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.
- Assists the Vice President of Student Services in the development of college-community and college-school district partnerships.
- Establishes and monitors yearly budget for educational partnership grants, the outreach/recruitment office, first year experience program, and upward bound programs.
- Maintains effective communication with feeder school districts, community-based organizations, business entities, and public agencies.
- Assists in the development of a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment.
- Participates in the development and delivery of orientation programs for new and/or returning students.
- Attends counselor department meetings as needed
- Maintains an effective working relationship with the Compton College counselors assigned to feeder high schools.

EXAMPLE OF DUTIES (Continued):

- Maintains an effective working relationship with other college departments that participate in Compton College's enrollment management efforts.
- Serves as the central clearinghouse for other college departments that participate in the Compton College's recruiting and outreach efforts.
- Stays abreast of general education/breadth requirements, degrees, certificates and majors offered by the Compton Center and articulation agreements; answer inquiries from prospective students regarding these topics.
- Assists in the development of materials for educational partnerships, the outreach/recruitment office, first year experience program, and upward bound programs.
- Schedules and participates in presentations to feeder schools and community entities and conduct tours and presentations on campus as well as train others to do so.
- Represents Compton College at off-campus functions and events.
- Plans yearly campus programs and workshops such as new student welcome day, high school reception, principal's breakfast, counselor conferences, and summer programs.
- Participates in meetings of Compton Center's personnel and representatives from feeder school districts.
- Performs other necessary related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current trends in student skill development, student support needs, and student communication and retention techniques.
- Data collection, statistical analyses and preparation of formal reports.

Functions, operations and activities associated with enrollment management, outreach/recruitment, state/federal categorical programs, and student success.

- Basic college curricula and requirements.
- Enrollment management methods and strategies.
- District organization, operations, policies and objectives.
- Development, implementation and monitoring of budget; resource development.
- Oral and written communication skills.
- Effective collaboration, communication and consensus-building techniques.
- Principles and practices of management and supervision.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping and budgeting techniques.

ABILITY TO:

- Present a positive image of the Compton College.
- Communicate with a wide range of community members and prospective students.
- Plan and work effectively and cooperatively with peers, faculty, administrators, staff, student and community members from multi-cultural, diverse backgrounds.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines; plan and organize work effectively.

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- Organize multiple projects and carry out required project details.
- Evaluate department programs and functions and make recommendations for continuous quality improvement.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting and decision-making.
- Communicate well in writing and orally; develop written reports and deliver oral presentations.

REQUIRED QUALIFICATIONS

- Master's degree.
- One year of leadership experience including supervision and evaluation of student services personnel and budget management.
- Three years' experience in the coordination of a student services program.
- Sensitivity and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

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.