



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Program Director of Umoja and Community Outreach		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	15		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Assistant Superintendent/Vice President of Student Services or Designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide a broad range of services in support of the Umoja program. Plans, coordinates, implements, and delivers Umoja program services. Designs and implements recruitment and retention strategies. Actively cooperates with the Umoja staff as well as administration, teachers, counselors and staff to identify students and provide a comprehensive strategy for enhancing the cultural and educational outcomes of African American and other students. Initiates, develops and maintains strong relationships with students to ensure student success. Responsible for understanding funding objectives, complying with Umoja program regulations and with school and college policies and procedures. Makes positive contributions toward the continuous improvement of the Umoja program.

In addition to overseeing the Umoja program, the incumbent will serve as the primary contact for general outreach/communication related inquiries for the division, and communicating about community engagement programs and events to both internal and external constituents. The incumbent must be able to work collaboratively with staff, administrators, and high-level internal and external stakeholders in a fast-paced environment while remaining flexible, proactive, resourceful and efficient. As well, the incumbent will be required to lead/support events and special projects as needed.

This position requires budgetary, organizational, supervisory, problem solving, and decision-making skills. This is a classified administrator position.

TYPICAL DUTIES

- Administers the day-to-day activities and operations of the Umoja program;
- Provides guidance for the Umoja program, implementing specific activities and services to promote post-secondary enrollment, student success, and follow up and retention interventions;

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- Coordinates events and services related to high school completion and transition to post-secondary education;
- Promotes the Umoja program by involvement in various community and public school forums, boards, and committees;
- Maintain a dedicated space for Umoja students;
- Ensures Umoja students meet two or more of the Umoja program requirements
- Provide program participants with activities or events that expose them and the program to the larger campus environment;
- Attend Professional Development offered through the Umoja Communication Educational Foundation;
- Coordinates and leads individual meetings and/or small group workshops for students, and occasionally parents, in such areas as adjustment to high school, goal setting, postsecondary admission requirements, study skills, SAT/ACT preparation and registration, financial aid, scholarships, financial literacy, career exploration, and assistance with postsecondary enrollment processes;
- Monitoring student academic performance and engagement in assigned program requirements, providing guidance and referrals to tutoring and available resources as needed;
- Responsible for identifying and actively recruiting qualified students, assisting students and parents with application paperwork, and making recommendations for final selection into the program;
- Plan, coordinate, and participate in field trips and campus tours;
- Develop, coordinate and conduct transition workshops and activities for students;
- Assist students in understanding academic requirements and in selecting and registering for courses;
- Develop student understanding and ability to navigate academic and college systems, including admissions, financial aid, assessment, counseling and college support programs;
- Inspire, motivate, gain trust and build confidence with diverse student populations;
- Prepare announcements, newsletters, and other forms of communication regarding program-related events, activities, and initiatives for dissemination to college personnel and students;
- Oversee the creation and maintenance of student program-related records and contacts; follow proper paperwork and record keeping processes and adhere to all program deadlines;
- Understand and implement all processes necessary for achieving grant and funding objectives;
- Work collaboratively with college, high school and middle school teachers, counselors, and administrators and regularly collaborate with school district partners on referrals and student activities and records;
- Research and consult with college and community support services and organizations to identify available resources and address student needs;
- Assist in the selection, training, supervision, and evaluation of program staff;
- Occasional evening and weekend work required.
- Builds and maintains relationships with community partners;
- Develop and implement strategies to strengthen community partnerships particularly those that serve diverse populations;

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- Market and coordinate college and external events;
- Develop and deliver presentations, interactive workshops, and activities to various audiences;
- Mentor and advocate for students from underrepresented, diverse populations and first generation students, including connecting students to appropriate on-campus resources;
- Propose and implement new diversity and inclusion initiatives in support of access, student success, and retention of underrepresented students;
- Assists in the promotion and development of collaborative and integrated services between member organizations, school districts, community-based organizations, faith-based organizations, grass-roots community groups, community members and/or other interested parties;
- Plans, organizes and participates in celebration events designed to strengthen relationships between local neighborhoods and other partners.

EMPLOYMENT STANDARDS*Knowledge of:*

- Extensive knowledge of the African American student population with an emphasis on retention, academic achievement and matriculation;
- Familiarization with the California Community College System, preferably Umoja college-based programs;
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of K-12 and community college students;
- Specialized technical and administrative principles, practices, and procedures of the assigned program;
- Support service needs and resources for disadvantaged students;
- Programmatic implementation of culturally relevant practices;
- Demonstrated success in working with colleagues and professionals to improve outcomes for educationally disadvantaged students;

Ability to:

- Relate well and work effectively in a collaborative manner with all segments of the community;
- Plan, organize, and complete assignments with limited supervision, while meeting deadlines and specific program goals and objectives;
- Read, understand, analyze, and apply complex written materials. Research, compile, evaluate, and verify a variety of data and information;

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- Interpret, apply, and explain rules, regulations, policies, and procedures of assigned program;
- Motivate and empower others, particularly youth from diverse and disadvantaged backgrounds;
- Communicate effectively in written correspondence and verbal presentations;
- Demonstrated ability to work collaboratively within a cultural, multi-cultural and multidisciplinary environment;
- Willingness and ability to travel to regional sites and statewide training sites.

Possession of:

- A valid California driver's license and evidence of appropriate vehicle insurance, based on DMV regulations.

QUALIFICATIONS

Education/Experience Required:

- Bachelor's degree in education, social work, psychology, criminal justice, or the equivalent. Relevant education and experience may be substituted on a year for year basis.

Preferred Qualifications:

- 2 or more years' experience with culturally relevant programs that serve African American students;
- Minimum 5 years' experience in program coordination, faculty development coordination, academic counseling or instruction in a community college setting or higher educational systems.

APPROVALS

Date Created/Revised: 02/18/2020

Cabinet Reviewed: 03/2020

Board Approved: 04/15/2020

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)