

## College of the Redwoods

## Position Description

Position: Director of Student Equity & Success	Position Number:
Department: Special Programs	FSLA: Exempt
Reports to: Vice President	Salary Grade: 126

### **Summary**

Under the direction of the Vice President, the Director of Student Equity & Success has responsibility for the development, implementation, and evaluation of the District-wide Student Equity Program and leadership to the Multicultural and Diversity Center. The Director of Student Equity & Success develops and coordinates student equity initiatives related to the academic, support services, and social needs of students from culturally and socially diverse backgrounds; and manages related special projects. The position works with the entire college community to increase awareness of cultural, social, and ethnic differences and to fulfill the District mission to serve our diverse community through engagement, collaboration, partnership, innovation and leadership. The Director will work with all students, particularly students of color or underrepresented students, focusing on providing the necessary support to ensure their successful transition into the institution and foster their academic success throughout their community college experience. This position is contingent on continuation of categorical dollars.

### **Essential Duties and Responsibilities**

- Lead the development of the District-wide Student Equity Plan in coordination with the Student Success and Support Program and other student support programs and services.
- Provide leadership in coordinating student equity strategies for the District through collaboration with faculty, staff, and administrators.
- Work closely with the Office of Institutional Research to assist in the development of appropriate evaluative methodology, research, statistical reports, and other outcome measurements to identify disproportionate impact to assess Student Equity Program effectiveness, and to identify future goals and strategies to enhance student equity that are integrated with other institutional planning.
- Lead budget development that aligns with the Student Equity Plan, and administers annual budget for assigned area.
- Work with the Professional Development Committee and other committees and individuals with expertise to ensure training related to Student Equity to faculty, staff, and administrators.
- Develop, implement, and assess programs and support services specifically for underrepresented students served by the MDC including but not limited to ethnic minorities, first generation college students, undocumented students, immigrants, LGBTQ students and targeted groups of students who may need guidance in transitioning or navigating college systems for a successful experience and timely graduation.

- Take the lead on implementation and coordination of district-wide events and programs in celebration of all Ethnic/Racial group heritage months.
- Collaborate with relevant administrative offices, academic departments, and student organizations to deliver student support services and promote academic success.
- Work with other student development areas to create a vibrant student community that supports an environment in which students can thrive.
- Serve as a resource and referral agent for the campus community.
- Identify and implement departmental assessment initiatives through annual assessment planning, staff evaluations, and program reviews.
- Coordinate the development and implementation of student/program learning outcomes and assessment.
- Perform other duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

- Current research and best practices in student success and equity.
- Principles of effective communication and collaboration with diverse students, faculty, staff, and administration.
- Leadership in developing and providing services for students of culturally and socially diverse backgrounds.
- California Community College Student Success Act, Student Equity, and Student Success and Support Programs guidelines and regulations.

### **Abilities**

- Develop and implement short and long term student equity initiatives
- Prepare reports and other written plans for District, Board of Trustees, Chancellor's Office and other outside agencies.
- Lead and train staff to accomplish goals of the department
- Plan, coordinate, and evaluate complex programs and projects.
- Effective oral and written communications
- Work effectively with diverse students and staff, individually and as team members
- Recognize the importance of collaboration.
- Foster open communication among division/department, programs and services

### **Physical Abilities**

Position requires sufficient ambulatory ability to stand and walk for extended periods of time; bend and stoop on an intermittent basis; to carry or lift light to medium weight objects on a frequent basis (up to 50 lbs. unassisted). Requires visual acuity and depth perception, arm-hand-finger dexterity, and hand-eye coordination to operate control panels and keyboards. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

### **Education and Experience**

- Master's degree from an accredited institution.

### **Licenses and Certificates**