SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Assistant Project Director– TRiO Talent Search Program
(Classified Administrator) GRANT FUNDED

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To provide a broad range of services in support of the TRiO Talent Search program. Initiates, develops and maintains strong relationships with students to ensure student success. Designs and implements recruitment and retention strategies, and maintains student files and records. Provides guidance and support to students in areas such as balancing life and school, and goal setting to support their path to postsecondary education. Actively cooperates with the TRiO Talent Search staff as well as participating school administration, teachers, counselors and staff to identify students and provide a comprehensive strategy for high school completion and postsecondary enrollment. Is responsible for understanding grant objectives, complying with federal regulations and school and college policies and procedures. Makes positive contributions toward the continuous improvement of the TRiO Talent Search program. Acts as a leader in the Talent Search program, to encourage and model a holistic approach to programming and student support. Actively collaborates with the Talent Search director, target school administration and staff to identify and use innovative and engaging guidance and instructional practices to maximize student success and continually improve the Talent Search program. This job class is an educational administrator position and requires strong organizational, problem-solving, and decision-making skills, possessing a high level of accountability and professional judgment. Provides leadership and supervision to the Talent Search management team, and serves as a mentor and role-model to students and staff. Promotes a positive atmosphere and facilitates cooperation and collaboration as a representative of the TRiO Talent Search program in dealings with the campus community and outside agencies and schools.

SUPERVISOR: TRiO Talent Search Project Director

TYPICAL DUTIES:

- Assist in the selection, training, supervision, and evaluation of program staff
- Responsible for supervision of advisor(s) and coordination of events and services in assigned schools
- Promote the TS program by involvement in various community and public school forums, boards, and committees
- Implement, monitor and maintain individual academic plans for each participant
- Responsible for coordinating and leading 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
Assistant Project Director – TRiO Talent Search Program

- Implement quarterly grade checks, provide guidance, and provide 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
- Establish, maintain and document all student 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 objectives
- Inspire, motivate, gain trust and build confidence with diverse student populations
- Serve as a dependable team member, utilizing strong organizational and time management skills including flexibility and resourcefulness
- Participate in ongoing professional development activities, including webinars, trainings, and conferences, within the college and the TRiO Network
- Work collaboratively with high school and middle school teachers, counselors, and administrators and regularly collaborate with school district partners on referrals and student activities and records
- 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
- Research and consult with college and community support services and organizations to identify available resources and address student needs
- Occasional evening and weekend work required

EMPLOYMENT STANDARDS

Knowledge of:
- The K-12 California public educational system as well as community college, UC, CSU, and private postsecondary systems
- Computer and applicable software programs including database, spreadsheet, and word processing software
- Support service needs and resources for low-income and potential first generation college students
- Effective oral and written communication and time-management techniques

Ability to:
- Motivate and empower others, particularly youth from diverse and disadvantaged backgrounds
- Work effectively under pressure, prioritize, and meet multiple deadlines
- Establish and maintain effective work relationships and professional partnerships
- Communicate effectively in written correspondence and verbal presentations
- Exercise sound judgment in the security of confidential information and the determination of need for student referrals to professional and community services
Assistant Project Director – TRiO Talent Search Program

Possession of:

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

EDUCATION/EXPERIENCE:

- Master’s degree in counseling, education, psychology, social work, or related field from an accredited institution OR an equivalent mix of related education and experience that demonstrates competency requirements for this position
- Experience helping students understand, analyze, and make effective judgments regarding the college matriculation process – admissions procedures, registration, financial aid, etc.
- Experience managing a caseload of students, working with individuals as well as groups
- Demonstrated experience in building positive relationships, motivating and supporting low income and potential first generation college students
- Experience developing and maintaining effective working relationships with school personnel
- Experience training, motivating, and supervising staff

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