SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Assistant Project/Program Director – TRIO Upward Bound Program (GRANT FUNDED)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Performs a variety of complex and highly responsible administrative and program support activities for the TRIO – Upward Bound grant funded project/program. This grant is a pre-college program working in high schools. Knowledge and experience in pre-college programs is most important. Ensures project/program objectives and policies are properly implemented, and in compliance with applicable federal guidelines and District policies and procedures. Employees in this job class function at a supervisory level, which requires budgetary, organizational, problem solving, and decision-making skills. This job class is overtime exempt and not eligible for longevity benefits.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Administers the day-to-day activities and operations of the TRIO/Upward Bound Program; determines program requirements; establishes appropriate guidelines.
- Ensures that the operations and activities are in conformance to and in compliance with TRIO/Upward Bound Program, and District policies and procedures.
- Serves as a resource to others for data, research, special projects, schedules, and other information pertaining to the designated project/program.
- Compiles and analyzes data; prepares reports for applicable agencies; publishes and disseminates information.
- Resolves issues, provides reports, and ensures project/program objectives and policies are properly implemented.
- Develops, coordinates, and administers the project/program budget; monitors and controls expenditures; prepares and submits required federal and institutional fiscal and accounting records.
- Compiles, maintains, and reviews computerized files and records.
- Coordinates with the College’s TRIO and GEAR UP Programs and with the broader community, including other educational partners; assists in participant follow-up activities and project evaluation reports.
- Represents the College in a variety of meetings in support of the TRIO Upward Bound project/program and activities; maintains liaison with applicable agencies. Travels to multiple school sites.
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff.
- Performs related duties similar to the above in scope and function as required.
EMPLOYMENT STANDARDS

Knowledge of:

- principles, procedures, objectives, and practices related to community college operations, programs, and services
- proper budget development and implementation practices and methods
- Federal Title IV regulations and TRIO programs
- support service needs of low-income and educationally disadvantaged students
- computer and applicable software programs including database and word processing software

Ability to:

- supervise the day-to-day activities and operations of a project/program
- effectively relate to a diversified population that includes a wide range of ages, socioeconomic, cultural, and ethnic backgrounds
- analyze problems, determine effective solutions, and take independent action for successful results
- analyze data and prepare comprehensive written and oral reports
- work effectively under pressure, prioritize, and meet multiple deadlines
- establish and maintain effective working relationships with those contacted in the performance of required duties
- direct, supervise, and formally evaluate the work of others

Education/Experience:

- Combination of training, education, and experience equivalent to a Bachelor's degree.
- Progressively responsible experience in projects management.
- Experience working with high school students, teaching experience preferred.