

## **DIRECTOR, TRIO (STUDENT SUPPORT SERVICES)**

### **THE POSITION**

Under the direction of the Dean, Counseling and Student Support Services, the Director, TRIO (Student Support Services) is responsible for the coordination, development, planning, and implementation of Student Support Services Projects including Project Launch and the Growth and Opportunities Project (G.O. Project).

### **REPRESENTATIVE RESPONSIBILITIES**

- Provide the leadership for campus outreach efforts to attract participants that meet program requirements (i.e. high school age student, students with a disability, member of an ethnic minority group, low income, or first generation college).
- Supervise and coordinate the activities of personnel as they identify, recruit, and provide designated services for students.
- Supervise the collection of data for required reports by the college and appropriate federal agencies.
- Prepare, monitor, and manage program budgets to ensure compliance with federal agencies through the appropriate use of program funds.
- Work closely with high school counselors and staff in identifying and supporting program participants.
- Work closely with the Dean, Counseling, Student Support Services and Coordinator of Disabled Students Programs and Services in selecting staff for the Student Support Services program. Select and train staff in accordance with District policy.
- Collaborate with staff in planning, organizing, and implementing an academic program that includes instructional support as well as recreational, cultural and social/cultural activities.
- Supervise and coordinate the activities of the programs' staff, counselors, instructors, and tutors.
- Coordinate program activities with Disabled Students Programs and Services to ensure equal access for program participants.
- Participate in the preparation of research and proposals for continued and supplemental funding in the Student Support Services program.
- Ensure compliance with grant specifications and Student Support Services staff in order to provide college information, (i.e., financial aid, assessment, etc.) in accordance with Student Support Services federal regulations.
- Ensure Student Support Services staff provides college information (i.e., financial aid, assessment, etc.) to program participants.
- Ensure accuracy of program documentation such as fiscal records, student records, and evaluation data.

### **QUALIFICATIONS**

#### **Minimum:**

- Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, **AND**
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment, **AND**
- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **Desirable Qualifications:**

- Master's degree in counseling, guidance, student personnel, psychology, career development, social welfare, or a related field.
- Two years experience, or the equivalent, in one or more of the following:
  - Counseling or guidance for students with disabilities; or
  - Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly for persons with disabilities.
- Two or more years of professional experience in developmental education related to instruction and/or student services, counseling and guidance preferably relevant to students with disabilities.
- Previous experience working effectively with high school and college age low income, first generation, disabled, and/or culturally diverse students.
- Knowledge of transfer processes between community colleges and four-year institutions.
- Previous work experience with a TRIO program or similar educational preparation program.
- Demonstrated experience in program development and administration.
- Teaching experience, preferably in courses related to skill development.
- Demonstrated experience with budget management and development.
- Demonstrated ability to work effectively with students and staff from diverse backgrounds and programs.
- Knowledge of, training in, or experience working in programs serving students with disabilities.

### **CONDITIONS OF EMPLOYMENT**

This is a twelve-month position for the academic year with an annual salary range of \$73,116 - \$88,884; Range 14 on the Management Team Salary Schedule\*. The District provides medical, dental, and vision insurance for the employee and eligible dependents and life insurance for the employee. Benefits also include 21 vacation days and 5 management leave days.

*Position is subject to 8 furlough days per year through June 30, 2012 (prorated based on start date). The District reserves the right to extend, increase or decrease the furlough and/or implement additional pay reductions, during the term of the contract, if imposed by the Board.*

*The position is open until filled, **position expected to begin Spring 2012**. Application materials must be electronically submitted on-line at <http://hr.lbcc.edu/jobs.cfm>. Incomplete applications and applications submitted by mail will not be considered.*

### **APPLICATION PROCESS**

- A Long Beach Community College District application.
- A cover letter outlining your education and experience relevant to this position.
- A list of five references, including current addresses and telephone numbers of both colleagues and supervisors.
- A current resume.
- Complete transcripts of **ALL lower and upper division**, and graduate level college/university course work (need not be official). Transcripts from countries other than the United States must be evaluated by an agency that is a member of the National Association of Credentials Evaluation Service (NACES).

Submit application on-line at <http://hr.lbcc.edu/jobs.cfm>  
OR visit our lobby to submit applications on-line at  
Long Beach Community College District-Human Resources  
4901 E. Carson Street, Long Beach, CA 90808

- **Individuals who need reasonable accommodations in accordance with ADA should notify the Human Resources Office for assistance or call 562.938.4811.**

## **SELECTION PROCEDURE**

1. Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.
2. Applicants who meet the minimum qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be interviewed and may be asked to conduct a short presentation on a previously announced topic.
3. The interview committee will rate responses to the interview questions and the presentation.
4. Based upon this rating, a small number of applicants will be invited to the campus for a second interview.
5. The Superintendent-President will make the final recommendation for employment to the Board of Trustees.

## **EMPLOYMENT INFORMATION**

- To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline.
- Submission of these materials is the applicant's responsibility. The District does not contact Placement Offices.
- During the interview, consideration will be given to factors in addition to education and experience, including but not limited to: professional development, ability to work with others, and commitment to meeting student needs.
- The District reserves the right to contact current or past employers and to investigate employment records of applicants selected for interviews.
- Applicants who are eliminated from consideration will be notified by email or letter. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted upon the College's recommendation for employment.
- The District reserves the right to extend the deadline, re-advertise the position or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. The College does not return materials submitted in application for a position. (Copies of original documents are acceptable.)

### ***THE LONG BEACH COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER:***

The Long Beach Community College District is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment and employees have full and equal access to employment opportunity and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry, national origin, age, sex, religion, sexual orientation, transgender, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.

*The community of Long Beach is a wonderful blend of big city and sea-side town. California's 5<sup>th</sup> largest city conveniently borders Los Angeles and Orange County and is known for its rich heritage celebrating the cultural arts, athletics, tourism, community and civic opportunities. Long Beach is a culturally diverse community of over 500,000 that was recently named one of the "100 Best Communities for Young People" by America's Promise.*