

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Associate Dean, Grants & College Support Programs

**BASIC FUNCTION:** Under the supervision of the Vice President, Business Services, provides campus-wide leadership in the development of grants and supports delivery of programs and services to specific learner populations; develops, coordinates, and implements a funding acquisition plan for specialized initiatives and programs of the campus. Provides administrative support for the development and implementation of grants and college support programs in collaboration with area Vice Presidents and Deans.

**SUPERVISORY RESPONSIBILITIES:** STEM Counselor(s); Title V Counselor (s); STEM reassigned faculty (4); Title V reassigned faculty (2); Activity Director, STEM; Communications and Web Development Manager; Outcomes Assessment Specialists (1); Classified Staff ( Secretary II, Accounting Services Clerk); PT staff (Internship Coordinator, Office Assistants (4), additional PT positions as needed.

**REPRESENTATIVE DUTIES:**

1. Provide administrative leadership for the development and implementation of specialized grants and college initiatives to address increased success of students, traditionally under-represented students and specialized program support.
2. Coordinate grant and project organization, scheduling, implementation and evaluations.
3. Develop and recommend appropriate budgets; supervise expenditures and maintain fiscal responsibility; adhere to responsibilities and requirements for all applicable grant reporting program regulations; ensure maximization of funds to adhere to and implement specialized grants and programs; and maintain all required time and effort reports.
4. Provides overall administration of specialized grants (i.e. Title V, CCRAA, HUD, TRIO, etc.) as acquired; respond to all requests from granting agencies and district or related auditors; maintain all required time and effort reports.
5. Forms and leads teams in developing grant applications with faculty, staff, consulting resources, and District Grants office to accomplish high quality, competitive grant applications through analyzing federal, state, and private agency funding trends; campus resource needs; coordinating departmental research; and grant priority planning for campus departments.
6. Works with District Grants Office to develop sources of funding for campus programs in coordination with state and federal offices and agencies.
7. Supervise program and department staff and/or faculty and conduct performance evaluations.
8. Participates on campus strategic planning committees and college teams, supporting the implementation of strategic planning efforts by faculty, administration and students.
9. Serves as a member of the Management Association.
10. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
11. Performs other related responsibility as may be assigned.

**EDUCATION:** Master's degree from an accredited institution in education, or a related field is required.

**EXPERIENCE:** A minimum of two years of teaching experience; three years experience in grant-funded project management at the federal and state level is required. Two years administrative experience is required.

**LICENSES/CERTIFICATION REQUIRED:** None

**KNOWLEDGE OF:** Hispanic serving institutions; State and Federal grants and funding department; instruction methodologies; budget practices; State and Federal rules and guidelines; Educational Code; current office computer software. Must be familiar with staff and organizational development models, instructional technology and active-learning strategies.

**ABILITY TO:** Effectively communicate orally and in writing; manage staff; collaborate with private and public agencies and organizations.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Co-workers, faculty, students, and the general public.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodation to employees with disabilities. For more information, contact (951) 222-8039.