

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

JOB TITLE: Dean, Grants & Student Equity Initiatives

BASIC FUNCTION: Under the supervision of the area administrator, has principal administrative responsibility for the development, implementation and evaluation of the Student Equity Plan and other student equity initiatives. Provides administrative support for the development and implementation of grants and college support programs.

SUPERVISORY RESPONSIBILITIES: Assigned managers, classified staff, short-term employees, and student workers.

REPRESENTATIVE DUTIES:

1. Provides campus-wide leadership in the development of grants and supports delivery of programs and services to specific learner populations.
2. Develops, coordinates and implements a funding acquisition plan for specialized initiatives and programs of the college.
3. In collaboration with the Vice Presidents and Deans, serves as principal investigator or project director for state and federal grants.
4. Provides leadership and management oversight to instructional support units.
5. Develops and coordinates student equity initiatives related to the academic, support services, and affective needs of students from culturally and socially diverse backgrounds.
6. Responsible for the development of the College's Student Equity Plan in coordination with the Student Success and Support Program and other student support programs and services.
7. Provides leadership in coordinating student equity strategies for the College through collaboration with faculty, staff and administrators.
8. Works closely with the Office of Institutional Research to provide input into the development of appropriate evaluative methodology, research, statistical reports, and other outcome measurements which identify disproportionate impact to assess Student Equity Program effectiveness, and to identify future goals and strategies to enhance student equity and success programs that are integrated with institutional planning.
9. Develops and administers annual budget for the College Equity Plan.
10. Develops and provides training related to Student Equity to faculty, staff and administrators.
11. Works with community leaders to achieve the College mission of serving diverse communities through collaboration, innovation and partnerships.
12. Identifies match funding opportunities and other resources, and prepares proposals to meet College student equity goals.
13. Administers special projects that support grants, student access, the Equity Plan, retention, and completion goals of the College.
14. Provides leadership and management oversight to the College Resource Center.
15. Provides administrative leadership for the development and implementation of specialized grants and college initiatives to address increased success of students, traditionally underrepresented students and specialized program support.
16. Coordinates grant and project organization, scheduling, implementation and internal/external evaluations.
17. Develops and recommends appropriate budgets; supervises expenditures and maintains fiscal responsibility; adheres to responsibilities and requirements for all applicable grant reporting program regulations, including those related to student equity to ensure compliance with governmental regulations and Chancellor's Office guidelines; ensures maximization of funds to adhere to and implement specialized grants and programs; and maintains all required time and effort reports.
18. Provides overall administration of specialized grants as acquired; responds to all requests from granting agencies and district or related auditors; maintains all required time and effort reports; and completes and submits annual performance reports to federal agencies.

19. 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 requests; and grant priority planning for campus departments.
20. Works with District Grants Office to develop a Master Grant Submission Schedule and to identify sources of funding for campus programs in coordination with state and federal offices and agencies.
21. Participates in the hiring, training and supervision of grant directors, department staff, faculty on special projects, and conducts performance evaluations.
22. Completes and submits reports detailing compliance with grant objectives, including but not limited to, mid-year and end-year performance reports, budget and other reports as required by the grant or as requested from administration.
23. Serves as liaison between the college's grant activities and appropriate participating partners and subcontractors.
24. Designs and implements college-wide grant operating procedures, forms, and standard practices.
25. Participates in and/or chairs campus strategic planning committees and college teams, supporting the implementation of strategic planning efforts by faculty, administration and students.
26. Coordinates and leads monthly grant updates with the Vice Presidents and the President.
27. Serves as a member of the Management Leadership Association.
28. 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.
29. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree is required. Doctoral degree is preferred. Degree(s) must be from an accredited institution(s).

EXPERIENCE: Three years of administrative experience managing grant-funded projects and programs that provide academic support services to students from diverse backgrounds.

LICENSES/CERTIFICATION REQUIRED: None

KNOWLEDGE OF: California Community College student access, equity and retention initiatives; College Student Equity Plan; Administrative Program Review process; Student Learning Outcomes; Program Review process; current research and best practices in student retention, success and equity; grant proposal writing; Hispanic Serving Institutions (HSI) and/or Minority Serving Institutions (MSI) qualification process; State and Federal grants and funding departments; instruction methodologies; budget practices; State and Federal rules and guidelines; Education Code; current office computer software; staff and organizational development models, instructional technology and active-learning strategies.

ABILITY TO: Effectively communicate, orally and in writing, and collaborate with diverse students, staff, faculty and administrators; 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, staff, faculty, students, consultants, 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.