

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

JOB TITLE: Assistant Dean, CalWORKs & Special Funded Programs

BASIC FUNCTION: Under the supervision of the Vice President of Student Services, the Assistant Dean is responsible for the development, coordination, implementation, and evaluation of all aspects of the college's outreach, summer bridge and CalWORKs Programs as well as other special funded programs, as assigned; and acts as a liaison with other college student service programs, community organizations, and educational institutions for student outreach and retention efforts.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned faculty, managers, and staff.

REPRESENTATIVE DUTIES:

1. Provides leadership and coordination for the CalWORKs Program and the college's outreach services, and other special funded programs.
2. In coordination with the Vice President of Student Services, provides shared leadership in the development, coordination, implementation, and evaluation of summer bridge program(s).
3. Facilitates collaboration among various student services and academic affairs departments in effectively supporting summer bridge programs.
4. Plans, organizes, and coordinates the recruitment of potential Norco College students and facilitates student admission into appropriate special funded programs.
5. Maintains compliance with Federal, state, and local policies and regulations regarding the administration of outreach, CalWORKs, and other special funded programs.
6. Develops and maintains external relationships with K-12 entities, community service agencies, and the general public in order to communicate student opportunities, optimizes student success, and engages the community in summer bridge and other academic support programs offered by the college.
7. Coordinates various program activities related to access, student retention, and student success.
8. Gathers, maintains, compiles, and analyzes complex data and integrate into reports.
9. Responsible for the completion and timely submission of required program plans, reports, statistics, and other reports as deemed necessary.
10. Prepares and monitors budgets to ensure compliance with program and district standards.
11. Serves as a member of the Management Leadership Association.
12. 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.
13. Participates in local, regional and state activities to promote Norco College and the community college movement as appropriate.
14. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree in education, counseling, psychology, social work, or a closely related field, from an accredited institution is required.

EXPERIENCE: A minimum of two years of supervisory experience working with low income and first generation student support and retention services, as well as understanding the affective, cognitive, and social needs of the target population, is required. Experience in the development, implementation, management and collaborative promotion of programs along with supervising staff is also required. Experience in working with K-12 and community college special funded programs is desirable.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Federal and state laws, policies and procedures germane to the outreach and educational services to community college students and potential students. Procedures and effective practices at the college level of areas related to student engagement and success.

ABILITY TO: Skill in interpersonal relations, team-building, conflict resolution, tact, patience, courtesy, and customer service. Ability to read, interpret, apply, and explain laws, guidelines, and regulations; ability to develop and maintain accurate records, reports, and budgets; and ability to prepare and deliver oral presentations and training. Demonstrate leadership, interpersonal, written and oral communication, problem-solving, organizational, and presentation skills.

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, other departmental staff, faculty, students, officials of other agencies, 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 accommodations to employees with disabilities. For more information, contact (951) 222-8039.