

DECEMBER 2022
FLSA: EXEMPT
SALARY GRADE: T
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, STEM GRANT

BASIC FUNCTION: Under the supervision of the President, and/or appropriate administrator, the Director provides leadership and administration for the successful implementation of the STEM Grant; works collaboratively with faculty to create STEM focused programming; oversees the implementation of the MESA Program; and acts as a liaison between the College and other educational institutions.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned support staff and counselor.

REPRESENTATIVE DUTIES: The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provides leadership and oversight for the implementation of STEM related grant activities.
2. Develops and monitors project budget, supervise expenditures and maintain fiscal controls.
3. Oversees the planning and implementation of the MESA Program.
4. Facilitates the curriculum approval process with faculty.
5. Directs the hiring of grant positions.
6. Supervises assigned support staff and conducts performance evaluations.
7. Develops articulation agreements with partnering institutions.
8. Identifies and coordinates STEM related faculty trainings.
9. Coordinates visits and lectures by industry experts and clinicians.
10. Serves as a liaison with industry professionals and advisory groups.
11. Oversees the acquisition process of equipment, software, and hardware.
12. Develops operating procedures and maintains grant records as required by federal and state regulations.
13. Designs, develops, and disseminates publications to promote the goals and objectives of the grant.
14. Makes presentations to faculty, staff, and administrators about project activities.
15. Oversees the implementation of internal and external grant evaluations.
16. Prepares and submits annual performance report.
17. Serves on college committees as requested.
18. Serves as a member of the Management Leadership Association.
19. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.
20. Performs other related responsibilities as may be assigned.

QUALIFICATIONS

KNOWLEDGE OF:

1. The mission of California Community Colleges;
2. Federal Grants, and particularly regulations regarding grant expenditures and compliance (e.g. OMB Circulars, EDGAR, etc.);

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3. teaching and learning strategies and experience in evaluation of those strategies;
4. An understanding of the curriculum process and ability to develop and implement credit and not-for-credit programs;
5. Staff, organizational and developmental models, instructional technology, and active-learning strategies;
6. Innovative delivery techniques via technology for innovative planning, development & production of equality instruction.

ABILITY TO:

1. Relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds;
2. Demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large;
3. Lead, implement and manage change;
4. Interpret and uniformly implement District policies and procedures and the college bargaining agreements;
5. Communicate effectively and persuasively orally, in writing, and using technology.
6. Be sensitive to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff as well as commitment to integrating diversity in the College's instructional program.
7. Apply an exceptional level of creativity and initiative.

Education and Experience: A master's degree from an accredited institution in Science, Technology, Engineering, Mathematics, or other STEM related field, and two years teaching experience and one year of formal training, internship, or leadership experience reasonably related to this assignment.

Experience in grant-funded project management at the federal and/or state level is highly desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

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: Administrators, faculty, staff, students, general public, vendors, other community colleges.

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.