

**NOVEMBER 2025**  
**FLSA: EXEMPT**  
**SALARY GRADE: T**  
**CBA DESIGNATION: CLASSIFIED MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DIRECTOR, MAP MILITARY CPL PATHWAYS**

**BASIC FUNCTIONS**

Provides veterans expertise to support the scaled implementation of the California Credit for Prior Learning (CPL) MAP Initiative and the Mapping Articulated Pathways (MAP) platform statewide, focusing on policy, culture, and technology; serves as central point of contact and liaison for all California Community College's (CCC) Veterans Resource Centers (VRC) in training and development of military CPL pathways; advocates for improvements in CPL policy and pathways; and collaborates with local, state, intersegmental, private and out-of-state institutions in CPL matters and military advocacy.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Chief Ambassador. Supervises and/or directs the work of assigned personnel, and serves as state-wide MAP Initiative representative for district, local, and state-assigned staff, partners, and agencies.

**CLASS CHARACTERISTICS**

This classification is responsible for supporting military and veteran's CPL pathways development, under the Chief Ambassador and MAP Initiative goals and objectives. The incumbent regularly works on task requiring the application of military-specific CPL pathways as part of the MAP mission, requiring the coordination and cooperation of partner agencies and the CCCs as a whole.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Provides functional management and leadership of the MAP Military & Veteran Team with a specialty in Joint Service Transcript upload and evaluation.
2. Works directly with all constituents to complete MAP implementation, articulations, and awarding of Military and non-military CPL, and includes working directly with discipline faculty, faculty leadership, VRC certifying officials, VRC staff, evaluators, admissions and records staff, counselors, administration, regional consortium/joint powers agencies (JPA) staff, CCC Chancellor's Office (CCCCO) staff, and agency partners.
3. Trains and provides technical and operational support and facilitates the development of MAP articulations from start to completion, including supporting the process to transcript credit for prior learning.
4. Develops and leads a regular MAP User Group meeting that focuses on advancing the metrics at participating colleges.
5. Collaborates with the VRC Certifying Official to support the veteran intake process to maximize Military CPL for student veterans.
6. Collaborates with military counterparts at CalVet, the VA, local recruiting offices, DoD, and related to advance the use and integration of MAP to maximize credit for active service members and veteran students.

7. Improve Veteran/Active/Reserves/Retired student retention through the development of new strategies and expansion of existing ones; interacts with prior students/graduates eligible for additional degrees/certificates since the MAP program was introduced.
8. Leads institutional presentations and MAP platform demonstrations for all CCCs statewide focusing on policy, culture and technical areas of expertise related to military CPL.
9. Performs outreach efforts to expand CPL efforts for general CPL and Military CPL at all CCCs including site visits.
10. Sets work activities and strategic planning for the MAP Initiative in the assigned area under the guidance and direction of the MAP Chief Ambassador.
11. Lead professional development and training to all MAP Initiative team members.
12. Manage the MAP Initiative team to coordinate daily operations and align efforts with academic and technical teams, including vendors.
13. Support regional activities and training focused on MAP implementation, navigation, and usage.
14. Document student stories and metrics, demonstrating the impact of MAP on equitable student access, success, completion, and transfer or career attainment.
15. Collaborate with technical teams to inform them of continued needs on MAP development, optimization, debugging, design enhancements, and report development.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Program/Project management in institutional policy and culture.
2. The functionality and uses of the MAP platform for the use of articulation, joint service transcript, and other evaluation processes.
3. Credit for prior learning (CPL) and military terminology, culture, history, civilian transition issues, and risk factors.
4. Training and development techniques and procedures to realize major initiative completion.
5. CPL procedures, policies, regulations, and opportunities for expansion and integration of efforts.
6. Student services operations, including the Veterans Resource Center, Outreach, Admissions, Financial Aid, and collaborating directly with faculty on student veteran issues.
7. Student information systems (SIS) and applications relevant to managing students and student progress, as well as MAP platform and a variety of Office 365 applications.
8. All aspects of VRC operations, student advising, education planning, and data processes.

### **Ability to:**

1. Apply local, state, and federal laws related to education and specifically to community colleges, military training, workplace training, and credit for prior learning.
2. Work collaboratively across the state and nation utilizing both remote workspace technologies and traveling to partner institutions and agencies as appropriate.
3. Develop, initiate, and carry out new policies and procedures.
4. Establish working relations with various community and statewide organizations and systems.
5. Communicate effectively both orally and in writing, in presenting new initiatives and programs.
6. Work effectively with Human Resources & Employee Relations and relevant faculty and staff in the implementation of memoranda and/or collective bargaining agreements.
7. Work effectively in and with various constituencies, including technology sectors, public and private higher education systems, legislative organizations, and related local, stated, and federal organizations, as appropriate.

8. Raise funds through a variety of sources via outreach and collaboration with the appropriate grant or fundraising entities.
9. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic disability, and ethnic backgrounds of students, staff, and the community.
10. Sensitivity to changing student populations, ethnically and culturally, and academic programs required to serve such students.
11. Exercise judgment, tact, diplomacy, and effective communication strategies to present information, materials, and ideas that are innovative and represent a change to established business or educational practices in higher education.

### **Education and Experience:**

A bachelor's degree and three (3) years of full-time work experience in higher education veterans and military affairs that included transcript evaluation processes and student advising.

A master's degree and experience with credit for prior learning as it applies to veterans and active military students is preferred

### **Licenses and Certifications:**

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Additionally, travel in the completion of job duties and statewide functions is required, up to 50% of the time. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds.

The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.