

POSTING DETAILS	
Posting Number:	1114
Position Title:	Director, TRIO Pre-College Programs
Reports To:	Dean of Student Success
DBM	C51
Type of Position:	Service and Supervisory
Assignment Description:	This is full-time, exempt, grant-funded position. Continuation of this position is dependent on funding.
Salary:	Base salary starts at \$66,914.40 annually
Type of Benefits:	<ul style="list-style-type: none"> Medical, dental (with orthodontia), vision Life, Long-term disability State PERS retirement Tuition Waiver EAP
Other Benefits (if applicable):	<ul style="list-style-type: none"> Full-time Service and Supervisory employees receive 176 hours of vacation annually. Employees and eligible dependents receive a tuition waiver and free use of our fitness facility. In addition to mandated PERS retirement program participation, the college provides options for voluntary 403(b) savings participation.
Department:	TRIO Pre-College Programs
Job Summary/Basic Function:	<p>Under the direction of the Dean of Student Services and in accordance with federal regulations, establishes program goals and directs implementation of all activities associated with achieving the objectives of the TRIO Talent Search (TS) and TRIO Upward Bound (UB) programs. Both programs are federally funded TRIO grants that have been in existence for 33 and 32 years, respectively, at Clatsop Community College. This director of multiple programs provides leadership and guidance to six regular staff members and additional part-time temporary employees as determined by grant-related programs.</p> <p>The TS grant is fully funded through August 2026 and UB grant is fully funded through August 2027. The grant application process is competitive and renewal is contingent upon submitting a successful grant application and continued availability of federal funding for these grants.</p>
Essential Duties:	<ol style="list-style-type: none"> Coordinates the development, implementation and evaluation of programs and activities that meet the objectives of both the Talent Search and Upward Bound grants. Assists in facilitating and writing the grant applications to ensure the continuation of the Talent Search and Upward Bound grants; keeping current on regulations and requirements established by the US Department of Education. Develops annual budgets and manages program funding in accordance with grant requirements and the College’s collective bargaining agreements and personnel regulations. Annual budgets have to be created for CCC’s budget process, the US Department of Education budget process as well as budget monitoring so the director knows how much funding is available in each grant. Supervises the performance of professional and program support staff. Supervision including training, work assignment and review, performance evaluation, and making hiring and termination recommendations. Maintains records and prepares reports as required to comply with U.S. Department of Education. Develop and maintains a close working relationship with the staff and administration of the target schools, school districts, and Clatsop Community College. Develop and maintain working relationships with community organizations and postsecondary institutions to promote reciprocal working relationships with community organizations, individuals, school systems, and postsecondary institutions to build awareness of grant programs objectives and activities, recruit participants, and build partnerships that support participants. Formulates, reviews, and updates policies and procedures. Ensures the accuracy and timely preparation and submittal of annual performance reports. Promotes grant programs by compiling published material and research articles relating to the grant and preparing and distributing newsletters and other written materials. Performs other duties of a similar nature or level.
MINIMUM QUALIFICATIONS	
Education and Experience:	<p>Master’s degree in education, student services, counseling, or a closely related field; and three years of previous experience in administering /coordinating an educational or student service-related program or</p> <p>an equivalent combination of educational experience sufficient to successfully perform the essential duties of the job as listed above.</p>
Knowledge, Skills and Abilities Required:	<p><u>Knowledge Required</u></p> <ul style="list-style-type: none"> Knowledge of successful strategies utilized in higher education for retaining first-generation, low-income student populations Knowledge of methods, concepts, and practices in planning, administration and research as applied to educational programs and institutions

	<ul style="list-style-type: none">• Knowledge of budget development and monitoring processes of multiple programs and associated administrative aspects• Knowledge of processes and procedures for grant writing and reporting• Knowledge of personal computers, databases, reporting functions and program evaluation Knowledge of K-12 systems of education <u>Skills Required</u> <ul style="list-style-type: none">• Skill in management, organization, and leadership; including effective hiring, supervision, and performance evaluation processes• Skill in making verbal and written presentations• Skill in communications and interpersonal skills as applied to developing cooperative relationships with partners in K-12 system, post-secondary educational institutions and other supporting agencies• At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e- mail; read and create e-mail messages; access the College’s intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.
Other:	Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.
Posting Date:	January 30, 2024
Special Instructions to Applicants:	VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215. Successful candidate will be required to provide official transcripts upon initial hire.
TO APPLY, PLEASE SUBMIT THE FOLLOWING:	
Optional Applicant Documents:	<ul style="list-style-type: none">• Other documents in support of application• EEO Form (used for HR data collection only)
Required Applicant Documents:	<ul style="list-style-type: none">• Application• Cover Letter• Resume• Answers to Supplemental Questions
CLOSING DATE:	This position is open until filled with first review of applications on March 5, 2024