

## San Jose · Evergreen Community College District Supervisor Job Description

**Position:** Supervisor, Talent Search Program

**Department:** Enrollment Services

**College:** Evergreen Valley College

**Date:** Oct. 15, 2014

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### POSITION PURPOSE

Reporting to a Dean or assigned administrator, the Supervisor of Talent Search Program (one of the Federal Trio programs) coordinates, organizes, supervises and implements the Pre-College TRIO Educational Talent Search Grant in order to promote student access and identify potential students from disadvantaged backgrounds to succeed in higher education.

### NATURE and SCOPE

The Supervisor of Talent Search Program is responsible for designing, managing and implementing the grant funded Talent Search Program which provides academic, career, and financial aid counseling to students who are limited English proficient, with disabilities, or from groups that are traditionally underrepresented in postsecondary education, etc. The program encourages participants to graduate from high school and continue on to and complete their postsecondary education. The Supervisor will perform a variety of technical tasks relative to the grant project including grant reports, activities, proposals, program management and budget.

### KEY DUTIES and RESPONSIBILITIES

1. Coordinate and oversee the Talent Search Grant program and its day-to-day activities, ensuring compliance with federal regulations, guidelines, and policies.
2. Develop and implement student recruitment programs and strategies; collaborate with key personnel from target schools and community agencies to recruit students.
3. Develop and implement culturally competent methods and strategies to encourage applications from traditionally underrepresented students. Assure equal access to program services for all eligible students.
4. Develop, implement and manage the program budget carrying out expenditure of project funds according to fiscal guidelines.
5. Prepare grant-funded proposals and monitors outcomes for grant awards. Develop and submit program objectives, plan of operations, and project budgets along with grant proposals.
6. Monitor program compliance with grant and other regulations.
7. Provide student support services and counseling services related to academic planning and career guidance.
8. Plan and conduct student workshops and orientations related to college admission and financial aid awareness.
9. Provide functional guidance to faculty assigned to Talent Search program in areas such as counseling, outreach, mentor programs and student development workshops.
10. Schedule events, cultural field trips, speakers, equipment and other logistical support for programs.

11. Inform students of program guidelines and policies, monitor enrollment and registration; respond to and resolve conflict.
12. Maintain records and develop reports concerning the program and its effectiveness within the campus community and beyond. Research and compile demographic and statistical data related to program participants, city, county and general student populations.
13. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
14. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Principles and practices of community college administration.
2. Supervision and evaluations of technical and clerical personnel.
3. Grant proposal writing and submission procedures.
4. Community demographics including the needs of low-income and disadvantaged students, age appropriate career development, and community resources.
5. Recruitment strategies to serve first-generation low income students.
6. Working knowledge of teaching, mentoring, and tutoring techniques.
7. Basic operation, services and activities of a retention program.
8. Principles and practices of program development and implementation.
9. Pertinent Federal, State and local laws, codes and regulations.

### **Skills and Abilities:**

1. Modern office equipment, including computers.
2. Supervise, organize, train and evaluate the work of technical and clerical personnel.
3. Recommend and implement goals and objectives of the assigned program.
4. Interpret and explain District policies and procedures.
5. Collaborate with administrators and other members of the campus community in preparing schedules for program course and support services.
6. Operate a computer using a variety of software programs.
7. Establish and maintain cooperative-working relationships with those contacted in the course of work.
8. Interpret, apply and explain rules, regulations, policies and procedures.

9. Work independently with a minimum of supervision.

**Education and Experience:**

1. Bachelor's degree in a related field.
2. Three years of relevant experience in an academic and/or career-advising role, including supervisory or related leadership experience.
3. Experience working with high school aged youth and people from economically and educationally disadvantaged backgrounds.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Desirable Qualifications:**

1. Bilingual in Spanish or other languages.
2. Experience in grant administration.

**Working Conditions:**

1. Typical office environment.

Approved: 10/14/14  
Salary Range: S-115  
EEO-Category: 2B2 – Other Professionals