

SONOMA STATE UNIVERSITY

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and under the supervision of the Associate Director of Business Operations for Pre-Collegiate Programs, the Manager of Outreach and Academic Services, Clearlake provides management and guidance for the Upward Bound, Clearlake program, and supervises staff and student personnel. The incumbent is responsible for planning, organizing, developing, implementing all student-centered program operations, with a primary focus of classroom curriculum, teaching, and management. The incumbent is responsible for the hiring, supervision and guidance of all assigned personnel as well as assisting with budget management and audit compliance. The incumbent is also responsible for ensuring compliance with all SSU, CSU and sponsoring agency policies and procedures.

Major Duties: Major duties of the position include, but are not limited to, the following in support of Upward Bound, Clearlake program:

- Inform the Director (in a timely manner) of all significant changes or concerns regarding matters related to the assigned project(s) or personnel.
- Responsible for design, planning, implementation and supervision of student-centered activities including classroom curriculum, teaching, and management.
- Responsible for assigned areas of audit compliance, both fiscal and programmatic, in accordance with sponsor, SSU, CSU, state and federal compliance standards.
- Responsible for meeting or exceeding student-centered program objectives set by the Director.
- Responsible for the development, implementation and administration of all assigned programs and activities as well as on-going assessment and program modification.
- Responsible for understanding and implementing all provisions of the CSU & SSU Sponsored Projects Manual.
- Responsible for the development and maintenance of all appropriate and required documentation; ensuring data is collected, analyzed and submitted in accordance with sponsor guidelines.
- Responsible for ensuring complete and accurate documentation of eligibility, needs for services and services provided as specified by sponsoring agency.
- Assist with the recruitment, hiring and evaluation of assigned staff, instructors and student assistants.
- Provide supervision and direction for problem solving and conflict resolution.
- Ensure all appropriate background checks and fingerprinting are completed prior to support staff start dates.
- Responsible for recruitment and consideration of participants and ensures participation in program activities is in accordance with sponsor requirements.
- Develop and maintain positive working relationships with campus personnel, community members, schools and target population; representing SSU in a professional and positive manner at all times.
- Assist with the development and implementation of training, including, but not limited to, in-service training for employees.
- Provide any requested analysis, report or evaluation to the Director; handle all irregular occurrences with appropriate discretion and consult immediate supervisor for guidance. Participate in University and community functions as required or appropriate.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties take place mostly in an office setting located at the Upward Bound Office and Classroom at Clear Lake High School in Lake County, California. Additional duties may be performed in various

locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings, field trips, and meetings off campus.

Minimum Qualifications: This position requires a minimum of three years' experience in personnel supervision and evaluation, program development and evaluation, and fiscal management along with three years of progressively responsible and applicable management and/or supervisory experience. Bachelor's Degree in in a related field, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. A valid CA teaching or pupil personnel services credential highly preferred. Master's Degree in Education or related field preferred. The incumbent must have demonstrated experience working with high school aged students; aptitude in management, supervision, strategic planning, project management and program implementation; ability to adapt to change in the work environment, effectively handle multiple tasks and competing demands, demonstrated ability to communicate clearly in both oral and written form; ability to design and implement formative and summative evaluation strategies, and demonstrate high level of proficiency with computer applications including Google Suite and Microsoft Office (Excel spreadsheets and MS Word). Knowledge of Google Suite, Aeries, student information system and PeopleSoft preferred.

Additionally, the incumbent must possess a working knowledge of the practices and activities of TRIO and Pre-collegiate programs, experience advising, teaching and tutoring; have knowledge of learning strategies, academic skill development, and appropriate grade level assessments; have demonstrated sensitivity and understanding to the needs and characteristics of low income and potential first-generation college students; facilitate academic and motivational development for low-income and first-generation college students; have knowledge of the college preparation and placement processes; and ability to be initiative and resourceful.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.