

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 the Associate Vice President, Student Affairs, the Executive Director for Pre-Collegiate Programs provides management and guidance for a portfolio of projects, programs and services, supervising staff and student personnel. The incumbent is responsible for providing collaborative management in planning, developing, implementing, and supervising all assigned projects and services. The incumbent of Pre-Collegiate Programs is responsible for the hiring, supervision and guidance of all assigned personnel as well as budget management and audit compliance. The incumbent is also responsible for meeting various program objectives and ensuring compliance with all SSU, federal and sponsoring agency regulations, policies and procedures. All projects will function collaboratively, yet maintain distinct participant rosters, services, accounting, annual reporting and time & effort reporting as applicable.

Major Duties: Major duties of the position include, but are not limited to, the following in support of the Pre-Collegiate Programs area:

- Promote a college-going culture within the six county SSU service area
- Implement and maintain collaborative operational planning between various assigned projects, services and initiatives
- Primary responsibility for audit compliance, both fiscal and programmatic, in accordance with sponsor, SSU, CSU, state and federal compliance standards (to include OMB Uniform Guidance, applicable CFR references, EDGAR, HEOA and individual sponsor program regulations)
- Develop and maintain assigned program budgets ensuring that funds are expended within the appropriate time period and adhere to the rules and regulations of the funding agency and SSU policies
- Ensure fiscal year-end with appropriate reserves to account for unexpected or retroactive labor union agreements and fringe benefit adjustments
- Understand and implement all provisions of the CSU & SSU Sponsored Projects Manual
- Develop and secure maintenance of all appropriate and required documentation ensuring data is collected, analyzed, secured and submitted in accordance with sponsor guidelines
- Meet and/or exceed approved programmatic objectives for each assigned project
- Develop, implement and administer all assigned portfolio projects, services and activities as well as on-going research-based assessment, evaluation and resultant programmatic modification
- Secure permission from sponsor for substantial programmatic changes in scope in accordance with sponsor requirements and prior review and clearance of supervisor and ORSP (Office of Research and Sponsored Programs)
- Ensure all fiscal communication or adjustments with sponsoring agency are reviewed and approved by supervisor and SSU ORSP prior to submission
- Recruit, hire and evaluate program staff, instructors and student assistants
- Supervise assigned staff in accordance with all SSU, CSU and sponsor regulations
- Collaborate successfully with other managers in matters of shared staffing and resources while observing OMB time and effort regulations
- Create and provide all required reports in compliance with funding agencies, CSU and SSU while meeting all established sponsor and supervisory timelines
- Provide supervision and direction for problem solving and conflict resolution
- Initiate and maintain corrective disciplinary action as appropriate
- Responsible for appropriate delegation to project staff and related follow-up
- Ensure all appropriate background checks completed prior to staff start dates
- Responsible for recruitment and advisement of participants and ensuring participation in program activities according to sponsor requirements

- Develop and maintain positive working relationships with campus personnel, community members and target population representing SSU in a professional and positive manner at all times
- Implement and oversee initiatives to collaborate with community partners while expanding and strengthening TRIO impact in SSU's service area
- Responsible for the development and implementation of staff training and in-service training for employees regarding SSU, CSU state and federal policies and procedures as well as programmatic operations
- Responsible for proper submission of advances, expense vouchers, clearances and reimbursements within established timelines to include subordinate staff
- Keep immediate supervisor informed in a timely manner of all significant changes or concerns regarding matters related to the assigned projects or personnel
- Provide any requested analysis, reports or evaluation to supervisor by requested deadline
- Act as program liaison with other university offices and community organizations
- Handle all irregular occurrences with appropriate discretion and consult immediate supervisor for guidance
- Represent the programs and department on university and/or community committees
- Participate in University and community functions as required or appropriate
- Participate in Executive Leadership Team meetings and functions.

Secondary Duties: Performs other secondary duties as assigned which may include, but is not limited to, identifying and soliciting donations as available in coordination with the University Advancement Division.

Work Environment: Duties will primarily take place in an office setting, however 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. 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 and meetings off campus.

Minimum Qualifications: This position requires a minimum of 7 years of experience in educational opportunity programs, including TRIO/equity educational programs experience as a program director over multiple projects. Master's Degree in a discipline appropriate to the position required, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. Doctorate and higher education experience preferred. Experience with programmatic operations, as well as externally funded operations is required. Intermediate proficiency with computers and Google Suite and Microsoft programs (Word and Excel) required. Knowledge of Student Access and PeopleSoft preferred.

Other minimum qualifications include:

- Demonstrated skills in management, supervision, strategic planning, project management and program implementation
- Appropriate level of skill and background in budget management and fiduciary responsibility
- Knowledge of federal regulatory environment
- Demonstrated sensitivity to the needs and characteristics of target populations
- Demonstrated ability to work effectively with people of diverse backgrounds
- Demonstrated ability to communicate clearly in both oral and written form
- Ability to design and implement formative and summative evaluation strategies
- Ability to function independently and as a collaborative team member
- Demonstrated success in overcoming obstacles similar to target population served
- Demonstrated knowledge of federal TRIO laws, regulations, operations and Annual Performance Report production

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.

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.