

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 Director of Business Operations for Pre-Collegiate Programs, the Director, Upward Bound Lake County Programs serves as the project director providing innovative, strategic, and comprehensive assessment and leadership for outreach, academic operations, services, and budgets related to all TRIO grants in Lake County. The incumbent is responsible for high level overview, ensuring all project objectives are met in compliance with institutional and federal guidelines and regulations, and directly supervises staff and student personnel. The incumbent is responsible for meeting or exceeding approved programmatic objectives. This position requires the use of independent judgment and discretion with carrying out job responsibilities and functions with a thorough knowledge of principles, concepts and methods for Pre-Collegiate Programs.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Primary responsibility for budget oversight and fiscal compliance in accordance with sponsor, SSU, CSU, state, and federal compliance standards for multiple grant contracts.
- 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.
- Responsible for meeting or exceeding approved programmatic objectives.
- Responsible for the development, implementation, and administration of all school day model programs.
- Responsible for the development, implementation and administration of all assigned projects, services and activities as well as on-going research-based assessment, evaluation and programmatic modifications of the grants.
- Responsible to secure permission from sponsor for substantial programmatic or fiscal adjustments in accordance with sponsor requirements.
- Responsible for the recruitment, hiring, and evaluation of program staff, instructors, and student assistants.
- Provide direct supervision of management and student support staff, and direction for problem solving and conflict resolution. Initiate and maintain corrective disciplinary action as appropriate. Ensure all appropriate background checks and fingerprinting are 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, schools, and target population at target schools, representing SSU in a professional manner at all times.
- Responsible for the development and implementation of staff training and in-service training for employees regarding SSU, CSU, and federal policies and procedures.
- Represent the University in professional interactions with school and community partners in target areas.
- Serve as the Principal Investigator for three grant contracts. Responsible for proper submission of expense vouchers, clearances, and reimbursements within established timelines for all program staff.
- Keep immediate supervisor informed in a timely manner of all significant changes or concerns regarding matters related to the assigned programs. Provide any requested analysis, report, or evaluation to immediate supervisor by requested deadline.
- Participate in the development and implementation of department policies and procedures, strategic planning for improvements in programs' goals and objectives, and the development, administration, and evaluation of programs and/or projects.

- Problem-solve and answer questions regarding programs' goals and policy interpretation; develop, implement, and evaluate the design and effectiveness of outreach and academic programs and services. Supervise, hire, train, and evaluate assigned staff.
- Supervise Upward Bound campus events; develop partnerships serving as a liaison with colleagues, staff, community, faculty, and students and parents in nurturing, maintaining, facilitating, and attaining programs' goals and objectives; and develop and implement workshops and educational activities to students, parents, and support staff.
- Oversee confidential student records and other sensitive documents; maintain appropriate and accurate documentation on students and supervisory staff.
- Develop and administer presentations to staff and student groups regarding issues related to the programs; responsible for Saturday and Summer Academy program expenditures; oversee program development, strategic planning, and assessment meetings of Upward Bound Programs.
- Develop and oversee activities related to Upward Bound Programs' core mission, including event planning for student/parent orientations, field trips, and award ceremonies.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties will primarily take place in an office setting at the following off-site target school locations: Clear Lake High School, Lower Lake High School, and Upper Lake High School located 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. Your specific start time is determined by your Appropriate Administrator. 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, bus, or airplane, and overnight stay to travel to trainings, field trips, and meetings off campus. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible.

**Minimum Qualifications:** This position requires a minimum of five years' experience in program development and evaluation, and fiscal management, three years' experience working with TRIO, academic support, or similar programs, five years' experience working with low-income, first-generation minority or disadvantaged students, including five years of progressively responsible and applicable management and/or supervisory experience. Master's degree in Education Curriculum and Instruction or related field, or equivalent combination of education and experience to provide the required knowledge, skills, and abilities to perform the duties of the position. Higher education experience highly preferred. Additional education beyond Master's Degree and/or certifications and training in areas appropriate to the position preferred. Advanced proficiency with computers and Microsoft Office Suite (Word, Excel) required. Knowledge of Google Suite, Student Access and PeopleSoft preferred.

Additionally, the incumbent must possess a thorough 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.

