

DIRECTOR, CENTER FOR BLACK CULTURE AND STUDENT SUCCESS

DEFINITION

Under general direction, the Director, Center for Black Culture and Student Success is responsible for the development, implementation, and management of both the Center for Black Culture and Student Success and the Umoja Aspire program which provides centralized and culturally responsive space creating opportunities and conditions to address inequity by providing equitable solutions, resources, and services that intentionally support and align with the needs of students, family, faculty, and staff. The Director collaborates with community organizations, students, faculty, staff, and management from across campus in identifying needs, developing resources, and providing programming to support, educate, and assist students in completing their educational goals. The Director plans, organizes, manages, and provides administrative direction and oversight for all functions and activities, including ensuring program compliance with College, Student Services Success Programs (SSSP), and Student Equity guidelines and regulations, budget management, and program progress reporting; develops and implements program services as described in SSSP and Student Equity goals and objectives; responsible for ensuring regulatory compliance, maintaining accurate and timely documentation and report submissions and for the management of the project budgets; researches and gathers various program data and develops reports; provides highly complex and responsible support in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises direct and general supervision over professional, technical, and administrative support staff and faculty.

CLASS CHARACTERISTICS

This is a management classification that manages all activities of the Center for Black Culture and Student Success and the Umoja Aspire Program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent in this position independently performs professional work implementing all aspects of the assigned programs, ensuring full compliance with all applicable College regulations and requirements and policies and procedures. In addition to having a good understanding of program administration, this position must be knowledgeable of student services, counseling functions, instructional strategies, high school and college course articulation, and be able to implement services for eligible participants as detailed in the College, SSSP, and Student Equity reports.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Develops, implements, and provides oversight to the holistic services offered through the Center for Black Culture and Student Success and the Umoja Aspire program; plans, manages, and oversees the daily functions, operations, and activities in concert with College policies and procedures.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
3. Develops and implements marketing strategies to promote educational, cultural, and social programming that affirms and celebrates Black and African American identity and values, as well as the awareness of the social, political, historical, and cultural realities of the Black and African American population; plans and coordinates assigned program workshops, presentations, informational sessions, and events.

4. Directs and participates in the development, administration, and oversight of the program budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as, funding requirements.
5. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems; broaden and facilitate the channels of communication between Black and African American students and the greater student community; identifies opportunities for improvement and makes recommendations.
6. Participates in the development of student programs monitoring applicable grants and workshops, and provides training and support to faculty.
7. Selects, trains, motivates, and supervises Aspire personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
8. Collaborates and coordinates program activities and strategies to educate the community about the diversity that encompasses the Black and African American cultural community and to increase the educational attainment of Black and African American students.
9. Researches and analyzes program data; prepares comprehensive technical records and reports; implements corrective action as necessary; presents all required College reports and responds to requests for information from College administration.
10. Establishes and maintains relationships with school officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
11. Initiates, oversees, and directs the collection of student data to measure and evaluate student success, including retention and persistence rates, passing rates, high school graduation rates, academic achievement scores, and college entrance information.
12. Develops grant proposals that meet funding agency requirements and priorities, including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.
13. Assumes full management responsibility for all Aspire Program functions, services, and activities, including campus and educational trips that may include, Historically Black Colleges and Universities (HBCU), African American Male Education Network and Development (A2MenD), Umoja Conference, Black College Expo, and Black Bruin Event at UCLA.
14. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies; attends College mandated DHR training and participates in DHR investigations as directed; prevents discrimination, harassment, and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to Human Resources and other appropriate authorities as necessary.
15. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Historical and political issues, contributions, and impacts of Blacks and African Americans.

5. Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying state, federal, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.
6. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
7. Principles and practices of developing, implementing, and evaluating the Center for Black Culture and Student Success and Umoja Aspire Program.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
9. The provision of specialized support services for student populations specified in the Center for Black Culture and Student Success and Umoja Aspire Program.
10. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
11. Principles and procedures of record keeping.
12. Modern office practices, methods, and computer equipment and applications related to the work.
13. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
14. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socioeconomic, and ethnic groups.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, and anti-racism in recruitment and retention of students.
2. Articulate and communicate the college's vision and commitment to creating equity, diversity, inclusion, and anti-racism academic and work environments.
3. Create and execute resources and programming towards the goal of being a diverse, equitable, inclusive, and anti-racist academic and work environment.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
5. Prepare and administer budgets; allocate limited resources in a cost effective manner.
6. Effectively work with students of a diverse academic, socioeconomic cultural, disability, and ethnic backgrounds.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
9. Effectively represent the College and the program in meetings with various educational, business, professional, regulatory, and legislative organizations.
10. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
11. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
12. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
13. Communicate effectively through various modalities.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
15. Learn and apply emerging technologies and, as necessary, to perform duties in efficient, organized, and timely manner.

16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

A Master's degree from a regionally accredited college or university in a related field of education; and a minimum of two (2) full time equivalent years of progressive experience in developing, implementing, and managing a program or program for high-risk student populations such as low income, first generation, and ethnically diverse youth and students.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students; OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as an institution that serves Hispanic (HSI), Asian American, and Native American Pacific Islander (AANAPISI) students.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENT ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 4/2022