

Director, Special Programs, TRiO Academic Talent  
Search

Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249132>

Downloaded On: Nov. 19, 2024 11:46am

Posted Nov. 18, 2024, set to expire Dec. 13, 2024

<b>Job Title</b>	Director, Special Programs, TRiO Academic Talent Search
<b>Department</b>	Student Affairs
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Nov. 18, 2024
<b>Application Deadline</b>	12/13/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Human Resources Administration - Other
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**Job Description**

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**Director, Special Programs, TRiO Academic Talent Search**

**Rancho Santiago Community College District**

**Salary Range:** Grade H: \$119,849.49 - \$160,617.63

**Job Type:** Full Time



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**Job Number:** CL24-01054

**Location:** Santa Ana, CA

**Division:** SAC Student Affairs

**Closing:** 12/13/2024 5:00 PM Pacific

**Job Description**

**CLASS SUMMARY**

Has overall responsibility to a designated administrator for the supervision and administration of a specially funded program, including all assigned personnel and participants, all related records and reports; performs other duties and responsibilities as assigned.

**REPRESENTATIVE DUTIES**

Designs, implements, coordinates, and directs activities related to specific projects. Analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays. Writes comprehensive reports and makes oral presentations explaining research findings, implications, and applicability. Has overall supervision and day-to-day oversight of specially funded initiatives, as appropriate; assists in recruiting and selecting staff in all areas under direct supervision; provides for in-service training; supervises and evaluates staff, program functions and activities; responsible for the timely and accurate review and preparation of budget documents, including monthly expenditure reports and such documents and summaries as required by the funding source; has substantial responsibility for reporting, including program accountability reports and for seeking additional and alternative funding for programs and activities; responsible for the development and implementation of project goals, objectives, and activities associated with program operations, including but not limited to: planning seminars, training activities, workshops, orientations, public relations and recognition events, as well as for the documentation and evaluation of project activities and outcomes as measured against stated goals and objectives in final proposal, if applicable; supervises the recruitment, orientation, and on-going participation of individual program participants, their organizational sponsors or mentors, as appropriate, and provides overall support necessary to establish a new community-oriented support services program; successfully implements and institutionalizes project activities; responsible for establishing collaborative partnerships with community-based and other local organizations, public and private groups, State and national entities and affiliates to further project goals and objectives and meet critical student and/or community needs; provides substantial leadership and support to committees directly linked to service areas, including special program



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steering and advisory committees, district-wide committees or task forces.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to senior administrations and supervises all staff in areas of direct responsibility.

**KNOWLEDGE AND ABILITIES**

Good Knowledge of: principles of supervision and management, record keeping, accountability, and thorough program documentation; research design and methods.

Knowledge of: state education code and district rules, regulations, and policies relating to the district's operation and administration, as well as state and federal rules, regulations, and policies.

Ability to: plan and implement programs; develop and manage budgets; design and administer research studies: write clear and concise complex documents; compile reports; work cooperatively with other employees and the public; establish positive and effective relationships; communicate effectively in writing and speech; comprehend and interpret financial statements; analyze situations and make appropriate decisions; supervise the work of others.

**Job Qualifications**

**MINIMUM QUALIFICATIONS**

**Education and Experience** Any combination of education and/or experience equivalent to a bachelor's degree plus three years of related experience in project management. Experience involving work with community groups and governmental entities, documentation of program activities, and budget administration.

**ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

**EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group

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identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **SELECTION CRITERIA**

**Application Screening**In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills



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A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

**A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience

**Disability Accommodations** Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

**Conditions of Employment** The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4729874/director-special-programs-trio-academic-talent-search>

**Contact Information**



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Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

Student Affairs

Rancho Santiago Community College District

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