

Director of Student Equity and Success Programs
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250955>

Downloaded On: Apr. 4, 2025 12:28pm

Posted Dec. 27, 2024, set to expire Apr. 17, 2025

Job Title Director of Student Equity and Success Programs
Department Counseling Programs and Services
Institution Citrus Community College
Glendora, California

Date Posted Dec. 27, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Student Affairs

Apply Online Here <https://apptrkr.com/5880614>

Apply By Email

Job Description

Director of Student Equity and Success Programs

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Recruitment Start Date 12/17/2024

Recruitment End Date

Open Until Filled Yes

First Consideration Date 01/24/2025

Salary Range M-33

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Pay Rate \$139,650-\$183,768 annual, plus 2.5% for a verified doctorate from an accredited institution.

FLSA Status Exempt

Benefits

Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [18 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Accessibility to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- District paid employee post-retirement medical for those who qualify

General Description/Summary



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About Citrus College

Celebrating over 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

Citrus College was founded in 1915 under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora unified school districts. In 1967, the District expanded to include the Claremont, Duarte, and Monrovia school districts. Today, Citrus College occupies a 104-acre campus. The college is currently experiencing a major facilities expansion project that will change the look of the campus.

The college enrolled 27 students in 1915 and currently the college serves more than 19,000 students annually.

Classes are offered on a 16-week calendar (fall and spring semesters), as well as in a variety of non-traditional scheduling options: winter intersession, evenings, summer sessions, and optional class formats, such as online education courses.

Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education, and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible, and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievements.

Accreditation

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges,



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Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at www.accjc.org.

POSITION SUMMARY

Under the direction of the Dean of Counseling Programs and Services, the Director of Student Equity and Success Programs provides direct management of the Student Equity and Achievement program, and related projects and initiatives designed to advance student success outcomes such as access, persistence, graduation, and the elimination of equity gaps for disproportionately impacted student communities.

This is a 12-month academic management position.

Minimum Qualifications/Education and Experience

- Possession of a master's degree or the equivalent.
- Three (3) years of full-time experience working with diverse populations including leadership related to student equity, counseling, and student support services.
- Evidence of ability to communicate effectively with a diverse population.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex department responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, disability, gender, gender identity, sexual orientation, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Preferred Qualifications

- Demonstrated management or supervisory experience working in student services areas within the community college system.
- Experience with monitoring budgets, grant management, and strategic planning.
- Demonstrated experience developing plans and implementing targeted activities that support

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disproportionately impacted communities in a higher education setting.

- Recent evidence of professional development or training, and membership with professional organizations, that support student equity.
- Familiarity and competency with data collection methodologies, data reporting programs, and assessing progress toward student success and equity outcomes.
- Demonstrated ability to provide administrative leadership to support a college culture that values consultation and collaboration.

Essential Duties and Responsibilities

- Develops and implements college-wide plans related to student equity and/or student success.
- Plans, organizes, and co-chairs the Student Equity and Achievement Program Committee meetings.
- Works collaboratively with faculty and staff to establish and implement a vision for the College's student equity plans, as well as ensuring that Guided Pathways efforts are aligned with an equity-minded perspective and vision.
- Coordinates Student Equity and Success programs and activities outlined in the student equity plan and in concert with other college-wide efforts such as Guided Pathways.
- Manages assigned student equity and success programs and learning communities including, but not limited to, the Black Scholars Program, Rising Scholars Program, and related programs designed to strengthen equity and success outcomes for disproportionately impacted students.
- Collaborates closely with the Director of Diversity, Equity, Inclusion, and Accessibility+ as well as student/academic support programs, to implement equity-minded services and strengthening community engagement on campus by developing and implementing multicultural activities and celebrations.
- Collaborates with the Dean of Counseling Programs and Services to coordinate student equity and success projects involving faculty and staff.
- Assists college programs and services to advance college equity initiatives, diversity objectives, and successful goal completion for various student communities.
- Works collaboratively with Institutional Research, Planning and Effectiveness to analyze student success data and identify future goals and strategies to enhance student equity outcomes in alignment with other institutional planning efforts.
- Provides leadership to nurture an environment that values diversity, equity, inclusion, anti-racism, accessibility, and accountability for employees and students alike.
- Prepares and submits relevant annual and mid-term reports, program plans, and expenditures to the California Community College Chancellor's Office.
- Prepares oral, written, and electronic reports and presentations.
- Reviews, revises, interprets, and implements Board Policies and Procedures related to student equity

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to ensure compliance with governmental regulations and Chancellor's Office guidelines.

- Manages budgets for all assigned programs and oversees the development, coordination, and monitoring of the Student Equity and Achievement Program budget.
- Oversees the hiring, supervision, evaluation, and training for all assigned staff.
- Maintains active participation in campus life by attending College and community events and activities related to the assignment, as well as serving on committees, work groups and task forces.
- Interacts with students, faculty, staff, and members of the community with collegiality, professionalism, and respect.
- Works with community partners to meet the student equity activities and represent the District.
- Maintains confidential and accurate records and files.
- Attends regional meetings and conferences related to student equity and success.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Department Counseling Programs and Services

Job Category Management

Assignment Full-Time

Percentage of Time 100%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

Bargaining Unit Unrepresented

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person

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or group with one or more of these actual or perceived characteristics.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

Quick Link <https://employment.citruscollege.edu/postings/1163>



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Contact Information

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

Contact

Counseling Programs and Services
Citrus Community College

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