

Director of Oversight, Student Housing and Child Care
Center
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=255905>

Downloaded On: Apr. 19, 2025 3:39pm

Posted Apr. 16, 2025, set to expire May 6, 2025

Job Title	Director of Oversight, Student Housing and Child Care Center
Department	Student Affairs
Institution	Cabrillo College Aptos, California
Date Posted	Apr. 16, 2025
Application Deadline	05/06/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Student Affairs
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Job Description

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Director of Oversight, Student Housing and Child Care Center

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-01975

Closing: 5/6/2025 11:59 PM Pacific

Location: Aptos, CA

Department:

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Student Affairs

Employment Opportunity

Cabrillo College is seeking a **Director of Oversight, Student Housing and Child Care Center** who under general direction, serves as the District representative, responsible for overseeing third party operators of a student housing and a child care center facility; plans, organizes, directs and implements all facets of both facilities' marketing, intake procedures, and support services; acts as the liaison for 24/7 emergency reporting per District protocol, local law enforcement officials, administrative services and other facility partners as required; reports and manages associated District budget and grant funds; provides leadership in the design and planning of the child care center, and performs duties as they are assigned.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world *one student at a time!*

About Cabrillo College Student Housing Project:

Cabrillo College is currently in the design and development stage of a [new student housing complex](#) in collaboration with the University of California, Santa Cruz (UCSC). Groundbreaking is scheduled for October 2025, and the official opening of the student housing complex, *Costa Vista*, is planned for Summer/Fall 2027. The complex will house 624 students from UCSC and Cabrillo College, with 20 units dedicated to student-parents, and will include a child care facility located within the family building. The Director of Oversight, Student Housing and Child Care, will provide leadership in this start-up program and serve as a liaison with the two Operators.

COMPENSATION AND BENEFITS:

Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step **salary schedule ranges from \$103,975 to \$146,303 per year**. Salary placement is determined by documented education and experience. **A doctoral stipend of \$4,775 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending funding and Governing Board

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ratification. **Cabrillo is unable to sponsor work visas.**

Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0.

Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a 223-day work schedule, which equates to an average of 19 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

Cabrillo's Commitment to Diversity:

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals.

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Come join us in our vision to improve the world, one student at a time!

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Acts as the District representative/liaison between the District and two facility operators; one facility operator is responsible for the comprehensive operation and implementation of a 624-bed student facility including nontraditional students (e.g., athletes, veterans, guardian scholars, families, etc.), a gym, wellness center and other common spaces; the second operator is responsible for end-to-end implementation of a licensed 62 student child care center. The child care center operator is yet to be determined, and the Director will be involved with selection prior to opening the facility.
- Designs and implements intake operations in collaboration with the operators; provides day-to-day leadership and works with third party operators to ensure a high-performance, service-oriented work environment that supports achievement of the residential program's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment to ensure student persistence, success, and completion.
- Working with the Dean, Student Services, coordinates the staff and faculty needed for an on-site office located in the facilities for services such as basic needs, health services, nurse, counselor, and other student services needs as they are defined.
- Creates, collaborates, promotes, and evaluates the efficacy of all facility outreach, marketing, campaigning, web page content and other activities designed to keep residence and child care facilities at capacity.
- Collaborates, plans, publicizes and implements student housing events; attends facility events and community engagement events.
- Manages and oversees District budgets as assigned, maintains all records, contributes to the development of and monitors performance against the annual assigned budget.
- Performs budget oversight and management of all associated pre-construction grant budgets, including the childcare center.
- Provides full oversight of the grant budget(s), including approval of all expenditures, in compliance with Uniform Grant Guidance, Education Department General Administrative Regulations, and District policies and procedures. Maintains all grant records and documents to the standard of being audit-ready; prepares and submits all grant reporting, including fiscal and technical reports required by state or federal agencies; prepares and maintains a variety of

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records and reports to the standard of being audit-ready; works with internal and external auditors and briefs upper management on any compliance issues and makes recommendations on resolutions.

- Generates required reports related to student persistence, emergency response, operating funds, facility management and others as required.
- Designs intake procedures, agreements, applications, changing with needs, residential student handbook; contributes to emergency planning.
- Provides 24/7 on-call emergency response to critical incidents as reported by the operator; responds to the needs and problems of residents in an appropriate and timely manner; reports complaints in accordance with established policies and procedures.
- Serves in the Student Services Leadership Team to provide services; basic needs, student health, financial aid, etc.; acts as the liaison to campus partners such as Student Services, Facilities, Title IX/Human Resources, Campus Behavior Intervention Team (BIT), Santa Cruz County Sheriff, and others.
- Participates in the development and implementation of District strategic plans, goals and objectives including Guided Pathways and other student success programs and goals.
- Interprets, applies and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
- Responsible for the integration of District academic support efforts, student success initiatives, student retention efforts, and cultural diversity and inclusion in the residential environment.
- Makes presentations to the Board of Trustees, Cabinet and to other District groups. Serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

Other Duties:

- Supervises, directs, and evaluates the work of students and/or classified staff to be employed as available funds permit.

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Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from an accredited college with a bachelor's degree in a related field; **AND**
- Five (5) years of progressively responsible experience in leading and managing an on-campus housing and residential life operation; **OR**
- An equivalent combination of training and experience.

Desired

- Bilingual (Spanish)

Knowledge, Skills and Abilities

Knowledge of

- Professional knowledge of higher education curriculum, instruction, and the role of residential educational and community development activities and programs to enhance resident academic success, persistence and retention.
- Understanding of college services in enrollment trends, student retention, and student engagement.
- In depth knowledge of state and federal codes, statutes, and regulations governing California community college student development and instructional support services.
- College, state, and federal grant administration compliance requirements and regulations including Uniform Grant Guidance (for federal awards).
- Knowledge of student assistance programs.
- Principles and practices of sound business communication.
- Principles and practices of effective management and supervision.
- Basic principles and practices of organizational improvement, equity and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and

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advancement.

- Board Policies, Administrative Procedures, Title IX/Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Ability to track budgets with varied reporting requirements, spending guidelines, and frequent reporting.
- Ability to work a flexible schedule that includes evening, weekend and "on call" assignments.
- Responds to and assists with emergency situations, including after-hours emergencies
- Plan and direct activities of third-party operators of associated facilities.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on complex interpersonal issues.
- Work collaboratively with District deans, directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships in accordance with the District mission and values of diversity, equity, inclusion, and accessibility.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Additional Information

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APPLICATION PROCESS

Required for submission:

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). *Foreign transcripts must be evaluated for U.S. equivalency* and any costs are at the applicant's expense - [click here](#) for more information

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Official Transcripts

As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee*. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

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Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [eVerify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4872262/director-of-oversight-student-housing-and-child-care-center>

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Contact Information

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

Contact

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