

Director, Special Program (Center for Black Culture and
Student Success)
Mt. San Antonio College

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Downloaded On: Apr. 26, 2025 2:26pm

Posted Apr. 25, 2025, set to expire Jun. 30, 2025

Job Title	Director, Special Program (Center for Black Culture and Student Success)
Department	Student Services
Institution	Mt. San Antonio College Walnut, California
Date Posted	Apr. 25, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Student Affairs Administration - Other
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Job Description

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Position Number: CM-240-2024

Division: Student Services

Department: Center for Black Culture and Student Success

FTE: 1.00

Term (month/year): 12 Months/Year

Annual Salary Step Range: Steps 1 - 6: \$119,592 - \$138,636 annually

Initial Screening Date:

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05/22/2025

Open Until Filled: Yes

Position Description

Position Overview:

Definition:

Under general direction, manages the assigned special program, which serves diverse students from disproportionately impacted communities through counseling, instruction, mentoring, and community building. The Director plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the special program, including ensuring program compliance with College and Student Equity guidelines and regulations, budget management, and program progress reporting; develops and implements program services as described in campus and Student Equity goals and objectives. Provides highly complex and responsible support in areas of expertise.

Supervision Received and Exercised:

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

Class Characteristics:

This is a management classification that manages all programs and activities of the assigned special program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. 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, and be able to implement services for eligible participants as detailed in the College and Student Equity reports.

Examples of Essential Functions(Illustrative Only):

1. Plans, manages, and oversees the daily functions, operations, and activities of the assigned special program in concert with College policies and procedures.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for

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the program; recommends, within program policy, appropriate service levels and resources; recommends and administers policies and procedures.

3. 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.

4. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the assigned managerial personnel.

5. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.

6. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.

7. Collaborates and coordinates program activities and strategies with other College departments, programs, and staff.

8. Prepares and completes all required College reports and responds to requests for information from College administration.

9. Holds regular staff meetings and trainings and works collaboratively to meet program goals and objectives.

10. Develops and implements annual recruitment and publicity plan; conducts evaluation studies and prepares annual and progress reports to the area Vice President, as well as College administrators and partners.

11. Establishes and maintains relationships with school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.

12. Acts as liaison with targeted high school officials, College Student Services programs, community organizations, and other universities and colleges to enhance services provided to program participants.

13. Develops and maintains student monitoring system to ensure compliance with program eligibility standards; maintains and directs the maintenance of working and official departmental files.

14. Initiates, oversees, and directs the collection of student data to measure and evaluate student success, including retention and persistence rates, passing rates, academic achievement scores, and College entrance information.

15. Researches and develops grant proposals that meet funding agency requirements and priorities,

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including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.

16. Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the special program.

17. Assumes full management responsibility for all special program functions, services, and activities, including campus and educational trips.

18. Maintains accurate and timely documentation and report submissions, and for the management of the project budgets; researches and gathers various program data and develops reports.

19. Monitors changes in laws, regulations, and technology that may affect College or program operations; implements policy and procedural changes as required.

20. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

21. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).

22. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

23. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.

24. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.

25. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.

26. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.

27. Performs other related duties as assigned consistent with the scope of the position.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible 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. Principles and practices of grant funding, including techniques and methods of researching grant

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opportunities, identifying state, federal, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.

5. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

6. Principles and practices of developing, implementing, and evaluating special program.

7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

8. The provision of specialized support services for student populations specified in the special program.

9. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

10. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.

11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

12. 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, socio-economic levels and ethnic groups.

Skills and Abilities:

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of faculty, management, and staff.

3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.

4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.

5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.

6. Provide administrative and professional leadership and direction for assigned program.

7. Prepare and administer budgets; allocate limited resources in a cost-effective manner.

8. Effectively administer a variety of special program projects, events, and administrative activities.

9. Effectively work with students of diverse academic, socioeconomic, cultural, disability, and ethnic

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backgrounds.

10. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

11. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

12. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

13. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

14. Establish and maintain a variety of filing, record-keeping, and tracking systems.

15. 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.

16. Communicate effectively through various modalities.

17. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

18. 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.

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

Education and Experience:

1. Masters degree from a regionally or nationally accredited college or university; and

2. Two (2) full-time equivalent years of management and/or coordination experience developing, implementing, and leading a program for impacted student populations, working with low income, first generation, or ethnically diverse students.

Desirable Qualifications:

1. Experience serving as a coordinator, supervisor, assistant director, or director level in student services or student equity initiatives/programs.

2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR

3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving

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Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certificates:

N/A

To apply, visit <https://hrjobs.mtsac.edu/postings/13512>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal-opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

The District works to create an inclusive environment that provides a safe haven for international students, veterans, re-entry students, LGBTQIA+ students, and students of various learning styles regardless of citizenship status.

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We are committed to hiring Faculty, Staff, and Management who understand how cultural diversity in the academic environment promotes academic excellence, fosters cultural, racial, and human understanding, and provides positive role models for all students.

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Contact Information

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

Contact

N/A

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