

Hispanic Serving Institution (HSI) Title V Project Director -  
Camino al xito  
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=260518>

Downloaded On: Aug. 5, 2025 1:51pm

Posted Aug. 1, 2025, set to expire Aug. 19, 2025

<b>Job Title</b>	Hispanic Serving Institution (HSI) Title V Project Director - Camino al xito
<b>Department</b>	ACCESS
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Aug. 1, 2025
<b>Application Deadline</b>	08/19/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Executive Administration - Student Affairs Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6422535">https://apptrkr.com/6422535</a>

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**Job Description**

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**Hispanic Serving Institution (HSI) Title V Project Director - Camino al xito**  
**Cabrillo College**

**Salary:** See Position Description

**Job Type:**

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Full-time (100%)

**Job Number:** 2025-02035

**Closing:** 8/19/2025 11:59 PM Pacific

**Location:** Aptos, CA

**Department:** ACCESS

### Employment Opportunity

Cabrillo College is seeking a **Hispanic Serving Institution (HSI) Grant Project Director** who under direction of the designated Dean, plans, manages, and oversees the implementation of an assigned grant to complete the desired goal in student achievement; coordinates project activities with faculty, staff and administration; manages relationships with external partners; ensures HSI grant-funded project compliance, budget monitoring, and performs related duties as assigned. This position is categorically-funded through September 30, 2028 with the possibility of an extension.

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!

### 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 schedule ranges from \$111,684 to \$157,151 per year. Salary placement is determined by documented education and experience. A doctoral stipend of \$4,885 per year is provided to eligible employees. Position scheduled to begin as soon as possible, pending categorical funding and Governing Board 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

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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. As of 2024, 60% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), 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. ***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.

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- Plans, organizes, manages, integrates, and evaluates work of the assigned grant project; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve project goals, objectives and work standards; provides leadership to ensure accomplishment of all grant project goals, objectives, and activities.
- Plans and facilitates all grant meetings; develops the preparation of meeting agendas, presentations and packets; ensures the documentation of minutes and records; maintains meeting records, tracks, and disseminates all follow-up items and formal actions.
- Directs and leads project planning, management, and integration of teams responsible for Cabrillo, partner organizations, and associated school districts' implementation of grant-funded projects; maintains effective communication with all constituencies to ensure a common informed understanding of project objectives; works in coordination with other grantees and initiatives on campus to leverage the project's work.
- Provides full oversight of the HSI grant budget, 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 project reporting, including fiscal and technical reports required by the U.S. Department of Education, the District, and any other partner organizations; prepares and maintains a variety of 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 resolution.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives, and values, including Guided Pathways; promotes workplace diversity, inclusion, cultural competency, and a positive work environment.
- Interprets, applies, and ensures compliance with applicable laws, codes and regulations; remains current on applicable legislative decisions and developments.
- In collaboration with deans, directors, faculty, and the grant related committees, coordinates work to integrate Cabrillo's Guided Pathways; assists faculty with program alignment and curriculum changes to build student skills and knowledge; facilitates the development of improved processes and procedures in line with grant program goals.
- Assists with negotiating Memorandums of Understanding and partnership agreements as needed with higher education institutions and/or K-12 districts to implement grant activities and objectives.
- Coordinates with offices of Counseling, Financial Aid, Supplemental Instruction, and Transfer Center to implement grant work that improves students' supports systems at Cabrillo and other educational institutions as applicable.
- Plans and organizes professional development activities for faculty and staff at Cabrillo College;

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develops and implements opportunities for faculty and staff to collaborate on curriculum development and student support programs.

- Works with the Planning & Research Office and various stakeholders to plan and implement project tracking metrics and advise on the integration of District systems and data; assists the external evaluator and the internal monitoring team in ongoing formative and summative project evaluation, and responds to recommendations for improvement.
- Participates in participatory governance committees and related task forces, processes and initiatives as applicable; works with faculty and administrators to institutionalize new practices and improvements.
- Hires and manages the performance of assigned staff; establishes performance requirements and professional development targets; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; responds to grievances; approves overtime/compensatory time and accurate reporting of absence time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Administrative Procedures, Human Resources procedures and collective bargaining agreements; performs other activities relevant to the supervision of assigned staff.
- 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

- Makes presentations to the Board of Trustees, Cabinet and other District groups.
- Represents the District on local and statewide professional organizations and committees.
- Performs related duties as assigned.

## 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**

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- Graduation from an accredited, four-year college or university with applicable coursework; **AND**
- At least three (3) years of progressively responsible experience in articulation, curriculum development or grants management in an educational setting; **OR**
- An equivalent combination of training and experience.

***Desirable***

- A master's degree or higher from an accredited college or university.
- Minimum of two years of teaching or counseling experience in public higher education and/or data analysis and system technical support.
- Experience with historically marginalized populations in the education field.
- Experience in federal grant project management, including U.S. Department of Education grants (Title III, Title V, TRIO).

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles and practices of organizational development, project management, program planning/implementation applicable to U.S. Department of Education grant programs.
- Thorough knowledge of evaluation methods and development of student learning outcomes; effective strategies in closing educational equity gaps.
- College, state and federal grant administration compliance requirements and regulations including Uniform Grant Guidance and Education Department General Administrative Regulations.
- The mission of a Hispanic Serving Institution at a comprehensive community college, the principles of the Guided Pathways model, and strategies for enhancing the educational opportunities of underrepresented students.
- Practices, techniques and terminology involved in academic structures, transfer of credit and curriculum interpretation in post-secondary educational institutions.
- District policies and procedures regarding curricula and instructional programs and associated degrees and certificates.
- College graduation requirements and general education transfer requirements.
- Trends, developments and application of educational and support strategies to remove barriers in higher education for Latinx and low-income students.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and

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advancement.

- Applicable federal, state and local laws, rules and regulations including Title 5 of the California Education Code and other state and federal laws and regulations.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Principles and practices of public administration, including organization, budgeting, purchasing and maintaining public records.
- Research methods and analysis techniques.
- Principles and practices of effective management, supervision and equity.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

**Skills and Abilities to:**

- Plan and direct activities and accountabilities of assigned staff involved in the implementation of funded projects.
- Work collaboratively with District and partner organizations' faculty, deans, directors and other managers, personnel, and community representatives; provide expert advice and counsel to develop solutions to complex issues.
- Interpret, explain and apply complex legal mandates, regulations, guidelines, policies and procedures applicable to assigned responsibilities with consistency and a high degree of accuracy.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Develop and implement appropriate procedures and controls.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with educational institutions, students and the public.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people; use strong interpersonal, communication skills.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.



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- Operate a computer and use standard business software.
- Develop and maintain an inclusive work environment that fosters equity, diversity, respect and engagement.
- Establish and maintain effective working relationships both at the District and across external institutions.
- Effectively collaborate across disciplines and mindsets to advance student achievement

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

A valid California driver's license or ability to access and use alternative transportation.

**Additional Information**

**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



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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](#).

### **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](mailto:cabrillohr@cabrillo.edu).

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To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5016938/hispanic-serving-institution-hsi-title-v-project-director-camino-al-exito>

jeid-6963aac5c53cfd46ad8721c93693ab24

### Contact Information

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

### Contact

ACCESS  
Cabrillo College

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