

## **DIRECTOR, First Year Experience (FYE)**

**CMS: Salary Range 33**

### **BASIC FUNCTION:**

Under the general direction of the Dean of Student Life and Services, the Director, First Year Experience will provide vision, strategic direction, and accountability for developing programs and services that support academic transition and success for first year students through a comprehensive FYE program including the implementation of AVID for Higher Education. The Director will work collaboratively across areas/departments within the campus and the greater Antelope Valley community to insure that new first-time students are provided a quality, comprehensive first year experience that promotes student learning, student persistence, and academic success.

### **REPRESENTATIVE DUTIES:**

- Provide vision, strategic direction, and accountability for developing programs and services.
- Direct, coordinate, and provide leadership for all components for the First Year Experience program.
- Work collaboratively with the deans, department chairs and faculty to advance college priorities for improved student persistence and a transformed First Year Experience.
- Assist in the development and implementation of a comprehensive First Year Experience and coordinate with all campus departments within Student Services and Academic Affairs and work with The Student Success, Student Equity, Basic Skills Plans to improve student access and success.
- Work collaboratively with administrators, faculty, staff, students, and community stakeholders to ensure broad input, engagement and support.
- Develop and implement holistic activities, programs and services including but not limited to First Time Registration event, Summer Bridge, academic, cultural, economic, political and social focused activities.
- Coordinate with the Office of Institutional Research to development appropriate evaluative methodology, research, statistical reports, and other outcome measurements to identify the First Year Experience effectiveness, and to identify future goals and strategies to enhance the program that is integrated with other institutional planning.
- Work with service offices to utilize a full range of campus resources to support first year success.
- Identify funding opportunities and other resources, and prepare proposals to meet District goals.
- Develop, administer and maintain office budget and reports including grants (Title V HSI-Solo Grant) and serve as a resource for other areas whose special programs are supported (whole or in part) of the budget.
- Assist in the development of updates and reports on the effectiveness of the First Year Experience activities to the campus, greater community and reporting agencies.
- Review, revise, interpret and implement Board Policies and Procedures to ensure compliance with governmental regulations and Chancellor's Office guidelines.
- Serve as the College Liaison for AVID for Higher Education (AHE).

- Develop and provide professional development opportunities and training related to First Year Experience for administrators, faculty, staff, and administrators; including AVID for Higher Education professional development and learning opportunities.
- Work with community leaders to achieve the District mission of servicing diverse communities through collaboration, innovation, and partnerships.
- Select, supervise, and evaluate staff in the area.
- Work closely with minority groups to develop activities and celebrations that engage the campus community in multicultural events.
- Prepare oral, written and electronic reports and presentations.
- Serves on standing and ad hoc committees related to the assignment within and outside of the District.
- Administers special projects that support the student access, retention, and completion goals of the District.
- Work with community partners to meet the First Year Experience activities and represent the District.
- Maintain current knowledge of legal requirements and regulations as they pertain to First Year Experience.
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a bachelor's degree in any discipline include but not limited to education, business administration, public administration or related field, AND a minimum of 3 years' experience working with college and/or high school students from diverse backgrounds (first generation, international, students of color, etc.) necessary. A minimum of 1 year supervisory experience essential.

**DESIRABLE QUALIFICATIONS:**

Community College teaching and/or student support services experience. Demonstrated ability to provide administrative leadership in a college culture that values consultation and collaboration. Experience with retention-related data collection methodologies, data reporting programs, student success and equity outcomes and analysis. Excellent written and oral communication skills.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE OF:**

- California Community College Student Success and Support Program and Student Equity guidelines and regulations.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Program review, student learning outcomes and program evaluation process.

- California Education code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the Title V, student success and equity of the District.
- Standard management practices and principals for supervising faculty, classified staff, and student employees.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Current research and best practices in student success and equity.
- Grant proposal writing and special funding resources.
- Budget preparation process.
- Planning, organizing and directing activities.
- Supervisory experience.

**ABILITY TO:**

- Envision, develop, and maintain short and long term strategic student success and equity initiatives.
- Successfully represent the District by communicating both verbally and in writing to small and large groups of students, faculty, and the public.
- Prepare analytical reports, proposals, and other written plans for the District, Board of Trustees, Chancellor's Office, and other outside agencies.
- Lead, manage, and train staff in order to accomplish the established goals of the department.
- Plan, organize, coordinate, and evaluate complex programs and projects.
- Establish and maintain cooperative work relationships with a wide diversity of students, faculty, staff, and community members in and atmosphere of collegial decision-making and demonstrated consensus-building skills.
- Understand, communicate, and enforce regulations effectively.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Develop professional relationships with local business, industry, government, and educational institutions.
- Meet schedules and timelines.
- Work independently with little directions.
- Display a commitment to the community college philosophy.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Direct and supervise classified and student employees who work directly within First Year Experience.

**CONTACTS:**

Co-workers, other departmental personnel, external communities, federal and state agencies, other community colleges, administrators, faculty staff and students and the general public. Develop a network of agencies and committees dedicated to support students who have been disproportionately impacted in their educational experience.

**PHYSICAL EFFORT:**

Requires the ability to exert some physical effort, such as walking, standing and light lifting  
Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

Requires the ability to maintain effective audio-visual discrimination and perception required for communicating with others.

**WORKING CONDITIONS:**

Normal office environment