

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

PROJECT SUPERVISOR – STUDENT SERVICES

CMS Salary: Range 26

BASIC FUNCTION:

Under the direction of the assigned administrator within Student Services, plans, organizes, and oversees day-to-day operations of multiple student support services special projects, which may include, but are not limited to the mentorship program, data coaching, career and transfer readiness collaborations, professional development and student programming. Provides communication and support to the campus and to outside agencies in partnership with the college in order to complete large projects.

REPRESENTATIVE DUTIES: *E – indicates essential duties of the position*

- Manages, plans, directs and organizes assigned projects. (E)
- Coordinates communication with campus and outside agencies. (E)
- Prepares and edits a wide variety of documents, including correspondence, reports, surveys, forms, charts, and other documents. (E)
- Provides the initial resource for information for students, employees, community, outside agencies and educational partners in assigned projects. (E)
- Establish and maintain connections between the students, employees, community, outside agencies and educational partners. (E)
- Maintains efficient tracking of all tasks and projects to ensure timely completion. (E)
- Coordinate preparation of brochures and program flyers with the office of the Executive Director of Marketing and Public Information. (E)
- Manages tracking of student application packets. (E)
- Provides off-site presentations and coordinates marketing with the Outreach Office and the Office of Executive Director of Marketing and Public Information for assigned projects. (E)
- Assists with creating, managing, maintaining, forecasting, controlling, reconciling and balancing budgets. Prepare and submit reports as required. (E)
- Maintain a variety of records including those of a sensitive and confidential nature. (E)
- Completes and submits required reports for maintaining compliance with the Federal, State, CCC Chancellor's Office, granting institutions, and outside agencies. (E)
- Compiles information and data from a variety of sources for statistical and narrative reports; conducts research as required. (E)
- Organizes meetings as appropriate and attends meetings appropriate to assigned projects. (E)
- Manages inventory of equipment, supplies and resources for assigned projects. (E)
- Makes recommendations for improving and expanding the assigned program or projects. (E)
- Provides training and supervision to classified employees, student assistants, hourly personnel and others as assigned. (E)
- Performs other duties as assigned

EDUCATION AND EXPERIENCE: Any combination equivalent to: two (2) years of college level work in the program area or related coursework (equivalent to an Associate's Degree) and four (4) years of increasingly responsible and related work experience.

PREFERRED EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in a related program area and two (2) years of experience in a related field or with the population to be served OR an Associate's degree in related program area and four (4) years of experience in a related field or with the population to be served. Related experience in an educational setting is preferred.

KNOWLEDGE OF:

- Microsoft Office Suite and other software and hardware applications, Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Oral, written, and public communication skills. Interpersonal skills using tact, patience and courtesy. District organization, operations, policies and objectives.
- Operation of office machines including computer equipment and applicable software.
- Strategies in working with, understanding of and sensitivity to diverse populations.

ABILITY TO:

- Perform responsible support duties for the assigned administrator.
- Provide information and communicate effectively with College personnel, students and the public.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Learn and apply applicable federal, state and local codes, law and regulations.
- Compose correspondence independently.
- Maintain records and prepare reports.
- Compile and organize data and prepare reports.
- Operate a variety of office equipment such as typewriter, computer, printer, word processor, calculator and other equipment as assigned.
- Learn and apply procedures, rules, regulations and terminology.
- Work independently.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work and manage multiple projects simultaneously.
- Work confidentially with discretion.
- Implement strategies to ensure diversity, equity and inclusion
- Train and supervise others.
- Work evenings and weekends upon request.
- Travel locally and domestically.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction to classified employees, student assistants, hourly workers, and others as required.

CONTACTS:

Co-workers, administrators, faculty, staff, students, vendors, outside agencies, military recruiters, and the general public.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.

Visually focusing upon computer screens and/or other records for sustained periods of time.

Sitting or standing for extended periods of time.

Walking to review activity program and sites

Bending at the waist, kneeling or crouching to maintain files.

Lifting heavy objects up to 50+ pounds

Pushing or pulling heavy objects on dollies or carts

WORKING CONDITIONS:

Office environment. Public events and meetings. Constant interruptions.