

**San Jose/Evergreen Community College District
Supervisor Job Description**

Position: Supervisor, TRiO Programs

Department: Student Services

POSITION PURPOSE

Under general direction, the Supervisor of TRiO Programs plans, organizes, schedules, supervises and coordinates the services and activities of the TRiO grant, comprised of Upward Bound and Talent Search programs, to identify, recruit and provide academic, financial aid, and career counseling to students with limited English proficiency with disabilities, and low-income, first-generation and disabled students in reaching their academic goals; provides direct, frequent, and ongoing supportive services to program participants including coordinating academic advising and connecting students with campus and community resources; administers the program including preparing grant reports, proposals, and program budget management to ensure compliance with District policies, and applicable state and federal regulations; supervises program staff and coordinates related student support services and recruitment; conducts program assessment for effectiveness and efficiency; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, leads and supervises the daily operations and activities of the grant-funded TriO Program including Talent Search and Upward Bound grants; ensures compliance with federal regulations, guidelines and policies; coordinates and directs communications, services, resources, and information to meet student needs and ensure smooth and efficient program service delivery; coordinates assigned activities with other District programs, divisions, departments, officials, and outside agencies.
2. Develops and implements culturally competent methods and strategies to serve underrepresented and disadvantaged students in a student-centered and inclusive environment by providing students with an opportunity to complete a degree, certificate or transfer to a four-year university; establishes, implements, and fosters an environment of belonging in support of diversity, equity, inclusion, social justice, anti-racism, and accessibility; ensures equal access to program services for all eligible students.
3. Plans, develops and implements strategic marketing plans and collaborates with partner agencies to enhance program visibility; coordinates and participates in outreach events aimed at increasing qualifying TriO student enrollment; provides student support services and advising related to college and career readiness; promotes TriO services through participation in various community and public forums, boards and committees.
4. Prepares grant proposals and monitors outcomes for grant awards; develops and submits program objectives, plan of operations, and project budgets and other related supportive materials; designs, implements, and maintains systems for the timely and accurate recording and reporting of program information, grant objectives, student retention/progression, degree and certificate completion, and transfer readiness; monitors post-award program compliance according to assigned grants and other regulations.

5. Provides functional guidance to faculty assigned to Talent Search and Upward Bound programs including counseling, mentor programs and student development workshops; informs students of program guidelines and policies, monitors enrollment and registration; responds to and resolves conflict.
6. Conducts orientations for students on program services; assists in scheduling meetings between students and academic counselors; schedules and monitors events, cultural field trips, speakers, equipment and other logistical support for program activities.
7. Assesses students and monitors academic progress using appropriate data tracking and research tools; maintains records and develops reports regarding the program and its effectiveness within the campus community and beyond; researches and compiles demographic and statistical data on program participants for auditing and reporting purposes.
8. Contributes and assists in the development and administration of the department budget; identifies and prioritizes the program's needs and strategically allocates resources; prepares and completes the annual comprehensive program review and related budget request forms; reviews and approves requests for the purchase of goods and services according to policies and procedures.
9. Assigns and evaluates the work assignments and performance of assigned staff, student workers, volunteers and vendors; participates in interviews and selection of employees; provides supervision and ensures conformance and quality of work; approves time cards for assigned staff; provides employee performance feedback and participates in the evaluation process as directed.
10. Contributes to, and assists with, presentations to the Board of Trustees and to other board-level groups.
11. Serves on committees and assists with District, local, regional, state and national conferences, meetings, workshops and training seminars as directed.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of community college grant fund administration.
2. Strategies and methods of effective marketing.
3. Pertinent federal, state and local laws, codes and regulations.
4. Principles and practices of program development and implementation.
5. Grant proposal writing and submission procedures.
6. Community demographics including the needs of low-income and disadvantaged students.
7. Career development and community resources.
8. Culturally responsive, research-based pedagogical and student service strategies to enhance student learning and improve retention of first-generation, low-income students.
9. Working knowledge of teaching, mentoring, and tutoring techniques.
10. Budget preparation and control.

11. Federal, state and other applicable laws and regulations and District policies and procedures governing grant administration, admission and attendance including applicable sections of California Education Code, Title 5, - Family Educational Rights and Privacy Act (FERPA).
12. Principles and practices of effective supervision and leadership.
13. Practices, methods and techniques of program and organizational analysis/planning as applicable to assigned area.
14. Principles and practices of organizational improvement and culture change.
15. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
16. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Coordinate and oversee the daily operations and activities of the TRiO Program.
2. Interpret and apply administrative policies and procedures as well as pertinent laws, regulations, and ordinances.
3. Assign, inspect, review and approve work completed by assigned staff, student workers, volunteers and vendors.
4. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
5. Implement program policies and guidelines.
6. Recruit, train, supervise, and evaluate personnel.
7. Plan and organize work to meet schedules and time lines.
8. Provide for program reporting and accountability.
9. Prepare comprehensive program reports and reviews.
10. Present solutions to management with confidence and effectiveness.
11. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
12. Estimate and ensure adequate resources to meet labor, material, equipment and time requirements.
13. Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
14. Build and foster knowledgeable, cohesive and effective work teams.
15. Establish and maintain cooperative and effective working relationships with others.
16. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. A bachelor's degree from an accredited institution in education, business administration, communications or closely related field.

2. Two years of progressively responsible experience providing services to underserved college students, including one year of lead or supervisory experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Prior experience in student support services in an academic setting.
2. Experience working with students from economically and educationally disadvantaged backgrounds.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025
Salary Range: S-115
EEO Category: 2B2- Other Professionals