

San Jose · Evergreen Community College District Supervisor Job Description

Position: Supervisor, Asian American and Native American Pacific Islander Serving Institution (AANAPISI) Program

Department: Student Affairs

College: Evergreen Valley College

Date: March 15, 2023

POSITION PURPOSE

Reporting to the Vice President of Student Affairs or assigned administrator, the Supervisor of American and Native American Pacific Islander Serving Institution (AANAPISI) Program coordinates, organizes, supervises and implements the AANAPISI grant in order to promote student retention, persistence and success. The purpose of the grant-funded position is to build and expand the college's capacity to serve Asian American and Native American Pacific Islander, low income, and first-generation students.

NATURE and SCOPE

The Supervisor of the AANAPISI Program is responsible for developing, managing and implementing the AANAPISI grant funded program, which is designed to assist low-income, first generation, and disadvantaged students in reaching their educational goals. The Supervisor performs a variety of technical tasks relative to the grant project including grant reports, activities, proposals, program and budget management, and provides direction and leadership to ensure compliance with District policies and applicable state and federal regulations related to the grant services and responsibilities.

KEY DUTIES and RESPONSIBILITIES

1. Coordinate and oversee the AANAPISI Grant program and its day-to-day activities, ensuring compliance with federal regulations, guidelines and policies.
2. Develop and implement culturally competent methods and strategies to serve underrepresented students and ensure a student-centered inclusive environment. Assure equal access to program services for all eligible students.
3. Develop, implement and manage the program budget, carrying out expenditure of project funds according to fiscal guidelines.
4. Prepare grant-funded proposals and monitors outcomes for grant awards. Develop and submit program objectives, plan of operations, and project budgets along with grant proposals.
5. Monitor program compliance with Title III/V grant and other regulations.
6. Provide student support services, develop supplemental instruction and workshop curriculum, planning and conducting student orientations and student workshops.
7. Provide functional guidance to faculty assigned to AANAPISI program in areas such as counseling, mentor programs and student development workshops.
8. Schedule events, cultural field trips, speakers, equipment and other logistical support for programs. Promote AANAPISI through marketing and service on various community and public forums, boards and committees within the community.
9. Inform students of program guidelines and policies, monitor enrollment and registration; respond to and resolve conflict.

10. Design, implement, and maintain systems for the timely and accurate recording and reporting of program information, grant objectives, student retention, progression, degree and certificate completion, and transfer readiness and attainment.
11. Maintain records and develop reports concerning the program and its effectiveness within the campus community and beyond. Research and compile demographic and statistical data related to program participants, city, county, and general student populations.
12. Initiate a campus-wide council that includes faculty, staff, student, and community representatives from relevant departments/programs/areas that can contribute to the success of Asian American and Native American Pacific Islander (AANAPI) students; solicit feedback and plan for future semesters or renewal process.
13. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
14. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and practices of community college administration.
2. Pertinent Federal, State and local laws, codes and regulations
3. Principles and practices of program development and implementation.
4. Grant proposal writing and submission procedures.
5. Community demographics including the needs of low-income and disadvantaged students, age appropriate career development, and community resources.
6. Culturally responsive, research-based pedagogical and student service strategies to enhance student learning and improve student retention.
7. Retention strategies to serve first-generation low-income students.
8. Working knowledge of teaching, mentoring, and tutoring techniques.
9. Basic operation, services and activities of a retention program.
10. Supervision and evaluations of technical and clerical personnel.
11. Modern office practices and use of office equipment, including computers and software programs.

Skills and Abilities to:

1. Collaborate with administrators and other members of the campus community in preparing schedules for program course and support services.
2. Supervise, organize, train and evaluate the work of technical and clerical personnel.
3. Recommend and implement goals and objectives of the assigned program.

4. Interpret and explain District policies and procedures.
5. Operate office equipment using a variety of software programs.
6. Establish and maintain cooperative-working relationships with those contacted in the course of work.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Work independently with a minimum of supervision.

Education and Experience:

1. Bachelor's degree from an accredited institution.
2. Three years of relevant experience in an academic and/or career-advising role, including supervisory or related leadership experience.
3. Experience working with students from economically and educationally disadvantaged backgrounds.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, 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. Bilingual in Vietnamese or other languages.
2. Experience in grant administration.
3. Experience in postsecondary instruction, or counseling/student support services in a college environment.

Working Conditions:

1. Typical office environment.

Board Approved: 3/14/2023
Salary Range: S-115
EEO-Category: 2B2 – Other Professionals