

Enrollment Services, Veterans, Basic Needs, and Grants
Supervisor
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237430>

Downloaded On: Jun. 21, 2024 8:00am

Posted Jun. 12, 2024, set to expire Jun. 1, 2025

Job Title	Enrollment Services, Veterans, Basic Needs, and Grants Supervisor
Department	Staff
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Jun. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff Professional Staff
Academic Field(s)	Student Services Financial Aid Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/5323212

Apply By Email

Job Description

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*Any complete applications received after the initial closing date will only be forwarded to the hiring committee at their request.

Starting Salary: \$9,075.57 (per month) plus excellent benefits; **Salary Grade:**C4-66

Full Salary Range:\$9,075.57 - \$12,168.66 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified Supervisor position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

ABOUT THE DISTRICT

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement,

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equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

DEFINITION

Under general supervision, plans, organizes, and supervises the day-to-day operations of enrollment services, veterans, basic needs, and grant programs; plans, organizes, and coordinates projects and assignments related to assigned programs; oversees program accountability and reporting; supervises, trains, and evaluates the performance of assigned staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean of Enrollment Services. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment on diverse and specialized enrollment services work with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and

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evaluating the work of assigned staff. Incumbents provide technical support to the Dean of Enrollment Services in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, collective bargaining agreements, and handbooks which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures.
3. Monitors activities of assigned programs and centers; identifies opportunities for improving service delivery and procedures; designs and recommends program and process improvements, conducts and evaluates pilot programs and services, and incorporates regulatory updates and technological advancements, as appropriate.
4. Monitors assigned program budgets by tracking expenditures and allocating funds to specific activities and services; ensures program expenditures stay within established budgets; runs budget reports as needed; applies for and administers grants and complies with reporting requirements.
5. Researches, compiles, and organizes information and data related to assigned programs; prepares and assembles surveys, reports, and other informational materials pertaining to tracking program enrollment and success monitoring student outcomes; prepares reports for submission to state and federal agencies.
6. Serves as a resource and consultant and provides technical expertise and advice to the campus community and District on enrollment services, veterans, basic needs, and grant programs.
7. Plans, develops, and implements outreach, marketing, and public information strategies to promote assigned programs and services; establishes and builds relationships with other District departments and community organizations to support program initiatives and activities.
8. Supervises the maintenance of various data management systems; monitors data for accuracy and compliance with federal and state regulations and District policies and procedures; participates in business process and system updates.
9. Attends, represents assigned programs, and participates in campus and community committee meetings promoting assigned programs.

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10. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
2. Principles and practices of leadership.
Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
3. Principles of budget monitoring and expenditure tracking and control.
4. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
5. Principles and practices of program supervision including development and implementation of program goals and objectives and oversight of performance, reporting, accountability, and regulatory compliance.
6. Principles, practices, theories, and methods of organizing and supervising enrollment services, veterans, basic needs, and grants programs, services, center operations, and activities.
7. Principles and practices of higher and comparative education organizations and structures.
8. Principles and practices of research, data collection, and report preparation.
9. Techniques and methods of marketing and community outreach.
10. Basic business arithmetic and bookkeeping.
11. Business letter writing and the standard format for reports and correspondence.
12. Record keeping and filing systems and methods.
13. English usage, grammar, spelling, vocabulary, and punctuation.
14. Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
15. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-

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economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.

2. Plan, organize, and supervise day-to-day operations and activities of assigned programs and centers including oversight of programmatic accountability and regulatory reporting activities.
3. Supervise and evaluate the performance of assigned staff.
4. Develop and implement long- and short-term planning, marketing strategies, budget projections, and strategic planning for assigned programs.
5. Analyze, interpret, summarize, and present information and data in an effective manner.
6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
7. Collect, maintain, and track data and statistics for program evaluation, accountability, and reporting.
8. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
9. Supervise the maintenance of a variety of filing, record keeping, and tracking systems of work performed.
10. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
11. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in education, counseling, or a related field **AND** five (5) years of increasingly responsible experience in planning, coordinating, and implementing educational or social services programs.

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Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various high school and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees may work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens.

APPLICATION PACKET

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept



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additional, non-required materials, such as reference letters.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>. We cannot guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Teamsters Local 287 Union. The current union agreement can be found online at: https://hr.fhda.edu/_downloads/Teamster%20Agreement_2018-2021_FINAL_REV%2010-10-2019.pdf.

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1629?c=fhda>



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Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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