

**Program Activity Manager  
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=249750>

Downloaded On: Dec. 4, 2024 1:49pm

Posted Dec. 2, 2024, set to expire Dec. 17, 2024

**Job Title** Program Activity Manager  
**Department** Educational Services  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Dec. 2, 2024

**Application Deadline** 12/17/2024

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Educational Services

**Apply Online Here** <https://apptrkr.com/5833503>

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**Job Description**

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**Program Activity Manager**

**San Diego Community College District**

**Closing Date:** 12/17/2024

**Position Number:** 00120097

**Location:** District

**Position Type:**



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Academic

### **The Position:**

Posting Details (Default Section)

Closing Date: 12/17/2024 Open Until Filled No Classification Title Program Activity Manager Working Title Recruitment Limits This is a restricted position funded by a cooperative agreement with the Andrew W. Mellon Foundation. The position may continue, based upon renewal of funding through the Andrew W. Mellon Foundation. Location District Pay Information *Range 2 (\$8,337.44- \$13,580.81) per month based on the current [Management salary schedule](#)*

*Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook and is non-negotiable. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits.* Position Equivalent FTE: 1.0 FTE Job Duration 12 months Position Number: 00120097 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Management Range 2 Position Type Academic Department Educational Services The Position Under the direction of the Vice Chancellor of Educational Services or designee, the Program Activity Manager will provide the overall administration and management of the Andrew W. Mellon Foundation award at the San Diego Community College District. They are responsible for the administration of the grant with the purpose of achieving the goals of the project, implementing strategies to sustain the grant outcomes, and coordinating with faculty, staff, District administration, and public agencies to assist in the collaboration with the University of California, San Diego, to strengthen and support transfer students in the humanities.

The Program Activity Manager will be accountable for the administration of the Andrew W. Mellon grant at the District Office. Within the parameters of the scope of the grant plan, the position will be accountable for the coordination of the grant work plan and for the preparation of the reports that are required by the Andrew W. Mellon Foundation. This position is the first-line manager but does not have signatory authority for expenditures or personnel actions/approvals. This position does not directly supervise or lead any staff, nor does any staff directly report to this position. However, this position may select, supervise, and evaluate hourly non-academic employees. The Vice Chancellor or designee will provide the overall leadership and will be primarily accountable for the interface with the Andrew W. Mellon Foundation. Major Responsibilities

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- Coordinate with the Honors Program faculty at San Diego City College, San Diego Mesa College, and San Diego Miramar College.
- Develop and maintain a high level of collaboration with faculty, staff, and students from each of the colleges.
- Conduct assessments and perform data analysis.
- Develop and implement strategies to sustain grant outcomes.
- Create annual reports on an as-needed basis.
- Provide work direction and guidance to a Project Assistant NANCE employee.
- Prepare, maintain, and monitor the grant budget and expenditures.
- Successfully develop an annual conference.
- Successfully achieve grant outcomes in the areas of outreach, faculty connection, digital commons, student enrichment, and summer academy.
- Verify, compile, and record information for the preparation of grant reports and maintenance of a filing system.
- Prepare records and reports based on data obtained from a variety of sources; process data in accordance with prescribed procedures.
- Work with the Business and Technology Services Division to ensure reporting requirements are met.
- Communicate regularly with other members of the grant's Project Management Team (PMT).
- Perform related duties as assigned.

Qualifications Any combination of training and experience equivalent to: a Master's degree from an accredited institution in a related area and three years of increasingly responsible experience working with community college faculty and counselors in a multicultural community. One year management experience is desirable.

The following are required for academic/educational administrator assignments: 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment;

OR

Possession of a lifetime California Community College Chief Administrative Officer Credential, AND 2) Two (2) years of recent management experience in an institution of higher education. Desired Qualifications

- Applicable sections of State Education Codes.
- Broad knowledge of District operations, organization, practices, and policies.

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- Budget preparation and control.
- Changing technologies affecting existing programs in the areas assigned.
- Computer equipment, applications, and programs for business services at a multi-campus community college district.
- Coordinating Multifaceted projects.
- Department of Education regulations governing administration grants.
- District policies, organization, operations, and objectives.
- Goals of the District's educational master plan.
- Governance systems for California Community College Districts.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Laws, rules and regulations affecting the specific area to which assigned.
- Oral and written communication skills.
- Practices and techniques used in the specific area to which assigned.
- Principles of management, supervision, and records maintenance.
- Principles of public administration, supervision and management.
- Research and analysis.
- Technical aspects of field of specialty.

### Skills and Abilities:

- Ability to use current computer and internet technology.
- Analyze narrative and statistical information and prepare clear and concise recommendations and proposals.
- Analyze situations accurately and recommend an effective course of action.
- Assure the timely preparation and distribution of required reports, records, and documentation.
- Attend meetings and make oral presentations.
- Communicate effectively both orally and in writing.
- Coordinate and manage special projects as assigned.
- Develop recommendations for improvements in business organization, space utilization, facilities, and budget.
- Effective Communication and interpersonal skills.
- Implement programs through others while maintaining effective and harmonious relationships.
- Interpersonal skills including tact, patience and diplomacy.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Operate general office equipment.
- Planning and development of grant program activities.

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- Prepare agreements and contracts for funding of district-wide programs.
- Provide technical expertise and serve as a resource to District administrators and other personnel regarding business services.
- Provide work direction and guidance to staff.
- Work independently with little directions.

### Training and Experience:

- A Master's Degree from an accredited institution and three years of experience working with community college faculty and counselors in a multicultural community. One year of management experience is desirable.

Equivalency If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application. Licenses/Certificates/Credentials: Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Working Conditions Physical Requirements:

- Category III

### Environment:

- Favorable, usually involves an office.

Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including

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interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete the online application;
2. Cover letter;
3. Resume;
4. Three (3) professional references; AND,
5. Unofficial Transcripts.
6. Foreign Degree Evaluation (required if applicable).

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on the application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to the first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

### **EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

### **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical

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insurance plan options. Additional benefits include dental, vision, sick leave, vacation, and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment. Posting Number AC01092 Indicate budget number(s)

**Pay Information:**

*Range 2 (\$8,337.44- \$13,580.81) per month based on the current [Management salary schedule](#). Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook and is non-negotiable. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits.*

**To apply, visit: <https://www.sdccdjobs.com>**

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

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**Contact Information**





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

**Contact**

Educational Services

San Diego Community College District

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