

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Director of TRIO & Special Programs			<i>Adm. Rev. Approved September 13, 2005</i>
<i>Level:</i> ADM07	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0710	

GENERAL DESCRIPTION

Manages the services and activities of student support programs. Develops, plans, implements and evaluates the services of the Program to promote educational opportunities for disadvantaged students. Represents the College to the United States Department of Education (USDOE) and the Florida Department of Education (FLDOE) regarding this grant-funded program, and produces reports required by the DOE. Represents the College and the Program at state, regional and national conferences dealing with equal educational opportunities for disadvantaged students.

KEY RESPONSIBILITIES

% OF
TIME

1.*	Develops and maintains a continuous strategic planning process for all functional areas of Student Support Services Project – CROP, Talent Search.	10%
2.*	Plans and develops grant applications for federal funding of project activities and services. Based on approvals and funding, implements projects College-wide.	10%
3.	Develops and maintains communication and collaborative programming initiatives with various campuses, colleges and communities.	10%
4.	Monitors and evaluates campus environment for retention activities to include facilities, materials, and learning resources.	5%
5.*	Develops, administers, and monitors annual operational budget for the programs.	10%
6.	Directs and supervises assigned professional full-time expert personnel, classified and part-time staff for each program.	10%
7.	Promotes, develops and coordinates program marketing, recruitment, orientation, and retention activities. Analyzes legislative and policy issues at the federal level which impact the delivery of program services to the College and participants.	10%
8.*	Prepares and submits reports as requested on behalf of Student Services Programs for the College and the USDOE, i.e. CROP, Talent Search, SSS, etc.	10%
9.*	Ensures compliance and administers state and federal laws, College policies and procedures relating to Student Support Programs functional areas at campus/College. dental programs.	10%
10.*	Maintains communication and serves as liaison with federal, state, local agencies and professional organizations. Maintains communication with College administrators, staff and community agencies.	15%
11.	Performs other related duties as assigned.	

* Indicates an “essential” job function.

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KEY JOB REQUIREMENTS

<i>Education:</i>	Masters Degree required.
<i>Experience:</i>	Five to seven years prior related work experience required.
<i>Planning:</i>	Plans events that are expected to occur during the year, and have some effect on the department's annual expenditures, and/or revenues. Scope of planning is the department or equivalent.
<i>Impact of Actions:</i>	Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action.
<i>Impact of Decisions:</i>	Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines.
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines.
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.
<i>Communications with Others:</i>	Requires contacts to carry out programs and to explain specialized matters. Also requires contacts with external persons of importance and influence.
<i>Supervision of Others:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of an appreciation for work conducted in other departments or school/centers of HCC.
<i>Job-Related Knowledge:</i>	Requires knowledge of theories and practices of a professional field, applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of the professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Innovation/ Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is a significant part of the job and results generally affect a campus within the College.
<i>Working Conditions/ Physical Effort:</i>	Work typically is performed in an office, library, or computer room, or similar facility and typically involves sitting at a desk or table.

