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# Client Summary

To: Santa Monica CCD College

Cost Center

Attention: **Tre'Shawn Hall-Baker**

I/O #	Run Date(s)	Publication:	Dept Code	••• ESTIMATE ••• Price/Lineage may vary
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## Santa Monica College

**Project Manager, Guided Pathways Redesign and SEAP (Student Equity and Achievement Program)**

Salary: \$95,727.00 Annually

Deadline: 10/14/2021 11:59 PM Pacific

Please click on the link below to review the detailed job bulletin: <http://50.73.55.13/counter.php?id=208576>

The Office of Equity, Pathways and Inclusion (EPI) is committed to developing an integrated infrastructure that supports the efforts of the college community (students, faculty, staff and administrators) to center the experiences of those most impacted by structural racial inequity in order to advance racial equity in terms of outcomes and experiences.

The comprehensive Redesign of the SMC student experience is an integrated, inclusive approach to transform the college into an equitable institution that is more effective and more efficient at serving our diverse student body with its diverse aspirations, and social and academic preparations. Using an equity-centered Guided Pathways framework and seeing the institution through a student lens, the redesign intends to rebuild our structures and programs to improve rates of college completion, transfer, and attainment of jobs with value in the labor market and to achieve racial equity in these outcomes.

Under the direction of the Dean of Equity, Pathways and Inclusion (EPI), the Project Manager will administer, oversee and apply an equity-minded approach to the development, implementation, and fiscal accountability for both the Guided Pathways Redesign efforts (including the Award for Innovation, CCCCO allocations, CA Trustees Fellowship and CA GP Phase Two) and the numerous programs, personnel and activities of the Student Equity & Achievement Program (SEAP) at Santa Monica College (SMC). The Project Manager will be responsible for assuring that the requirements and timelines are adhered to in the service of meeting the College's equity goals and objectives.

### Primary Duties and Responsibilities

#### Planning and Management:

- Perform all duties through an equity lens focused on Latinx and African American students
- Support the development and implementation of programs and services within the Guided Pathways Redesign efforts and the numerous programs, personnel and activities of the Student Equity & Achievement Program (SEAP).

**Ad Rep** Nicole Poulos

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Client Approval \_\_\_\_\_, ad is correct and ready for publishing, I understand price is estimated.

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- Manage project budgets, monitor expenditures, investigate and secure travel-related items, and procure equipment and supplies as needed.
  - Prepare and deliver oral and written reports, recommendations and presentations to committees, administration, the Board of Trustees, and external constituencies as needed.
  - Ensure the completion and timely submittal of all required grant and project required documents, surveys, and data reports for assigned projects.
  - Serve as a resource, providing recommended courses of action and implementing proposed solutions to meet our equity goals and objectives
  - Plan and facilitate both large, conference-style meetings and smaller, working meetings
  - Develop a detailed project plan to track progress.
  - Create and maintain comprehensive project documentation.

#### **Evaluation and Assessment:**

- Coordinate with others regarding comprehensive assessment plan to ensure programs and services meet the needs of students.
- Compile comprehensive summaries and reports of assessment efforts and recommended courses of actions to ensure programs and services are in alignment with established goals and objectives.
- Collaborate with Institutional Research to create surveys/focus groups and compile statistics for use in evaluating and modifying project goals and objectives.
- Gather current educational research and best practices related to student equity.

#### **Engagement with campus and community partners:**

- Identify opportunities for promoting and educating the campus community about equity, guided pathways redesign and inclusion.
- Support campus-wide efforts and work collaboratively with colleagues to identify opportunities to engage with minoritized student populations in significant ways to support their academic and co-curricular life.
- Collaborate with administrators, faculty, staff, and academic departments campus-wide to improve student success and sense of belonging among minoritized students.
- Serve as a liaison to students, faculty, and staff on campus and in the local community regarding matters of diversity, equity, inclusion, and access.
- Coordinate with relevant stakeholders within SMC and from outside agencies to create networks, partnerships and formal MOU's (memorandums of understanding).

#### **Other duties:**

- Work closely with the Dean of Equity, Pathways & Inclusion to develop and implement program budgets, strategic planning, and assessment.
- Oversee the hiring, training and supervision for student workers and other staff, as needed
- Maintain current website(s) to aggregate and promote new and existing services.
- Develop and oversee marketing strategy and informational materials
- Identify grants and/or funds and spaces to match the growth of the Office of Equity, Pathways & Inclusion.
- Participate in relevant professional development opportunities on and off campus related to equity.
- Engage in participatory governance processes and activities and serve on college committees as assigned.
- Prepare and deliver timely oral and written reports, recommendations and presentations to committees, administration, the Board of Trustees, and external constituencies as needed.
- Assume leadership for other related project activities and perform other duties as assigned.

#### **Skills, Knowledge, and Abilities**

- Knowledge of the resources available to the specific population served by the project.
- Ability to work effectively and provide leadership as a member of a team to realize the program goals and objectives.
- Excellent interpersonal skills in dealing with all college constituencies and members of the public.
- Knowledge of the policies, procedures, regulations and laws pertaining to the specific project or program services including contractual management.
- Skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities.
- Skill in strategic planning, project coordination and evaluation.
- Skill in training and leading the work of others.
- Ability to coordinate, anticipate, and resolve workload issues and problems.
- Knowledge of technology solutions, and ability to work with technical staff in developing or identifying technology solutions to insure efficient grant implementation.
- Excellent written and verbal communication skills.

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- Ability to adopt a “hands-on” approach to completion of projects and tasks, to work in a dynamic environment that requires flexibility, and to balance multiple responsibilities.
  - Skill in organizing data, setting up, tracking, and maintaining data in electronic and manual files
  - Knowledge of Office 365, Microsoft Suite (Excel/Word/PowerPoint), Teams, Google Apps, Cloud file systems and sharing, Adobe Sign, Adobe Acrobat, etc.
  - Ability to analyze data and information to ensure that projects are regularly assessed and improved.
  - Skill in resolving complex problems.
  - Ability to work cooperatively and collegially as part of comprehensive student service team
  - Ability to think analytically, creatively, strategically, and to have a big picture perspective.
  - Ability to successfully manage relationships and projects.
  - Ability to execute effective presentations independently.

## Minimum Qualifications

- Possess a Master’s degree from an accredited institution and academic leadership experience or equivalent.
- One (1) year of formal training, internship or leadership experience reasonably related to the administrative assignment.
- Must have sensitivity to and understanding of the diverse socio-economic, academic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical and/or learning disabilities as these factors relate to differences in learning styles.

## Preferred Qualifications

- Two (2) years’ experience in project management.
- Experience with California Community College’s Student Equity and Achievement Program and Guided Pathways implementations, allocations, and reporting.
- Experience in, and knowledge about diversity, equity, inclusion and identity development and the intersections of various aspects of diversity (i.e., race and class, race and sexual orientation, undocumented status and gender).