

Qualifications – Minimum

Possess a Master's degree or equivalent from an accredited institution.

Qualifications – Preferred

One (1) to two (2) years experience in the following areas:

- Administrative experience, preferably in grant-funded project management;
- Event planning, budget management and report writing;
- Reviewing STEM curriculum;
- Working with faculty across disciplines to address student equity outcomes and achievement gaps;
- Working with faculty to create and evaluate activities that support teaching and learning excellence in STEM education; and
- Demonstrate understanding of the needs and challenges of low-income, under-represented minority students, and/or first generation college students.

Must have evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with disabilities as these factors relate to differences in learning styles.



Skills & Abilities

- 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.
- Excellent written and verbal communication skills.
- Willingness to adopt a “hands-on” approach to completion of project and tasks, to work in a dynamic environment that requires flexibility, and to balance multiple responsibilities.
- Strong computer skills and the ability to work with technical staff in developing technology solutions.
- Strong analytical and critical thinking skills so as to be able to collect and analyze the appropriate data and information to ensure that the programs are regularly assessed and enhanced.
- Knowledge of effective teaching and learning strategies, including but not limited to contextualized learning, direct learning activities, collaborative learning and technological approaches.

The Application Process

All applications must be complete and submitted online by **11:59 pm PT on Feb. 22, 2016** at https://jobs.smc.edu/applicants/jsp/shared/Welcome_css.jsp

Application documents must include:

- A completed District application;
- Cover letter to include why you are interested in the position posted;
- A detailed resume of professional experience;
- Copies of transcripts (need not be official);
- Three (3) letters of recommendation.

Important to note:

- Incomplete applications *will not* be considered.
- If assistance is needed, contact the Office of Human Resources, 310.434.4415

General Information

For additional information regarding this position, including benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3120 (EEO) may be accessed at: <http://www.smc.edu/ACG/BoardofTrustees/Pages/Board-Policy-Manual.aspx>

Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

For questions or assistance, contact:
Office of Human Resources
Tel: 310.434.4415
Hours: M-F 8:00am—5:00pm PT
www.smc.edu

Santa Monica College Position Announcement

Project Manager, Equity Initiatives

\$91,115

Applications accepted online
Jan. 25, 2016 — Feb. 22, 2016

Equal Employment Opportunity
Employer



Open the Door to Your Future at Santa Monica College

Changing Lives in the Global Community
through
Excellence in Education

FOCUS



VISION



COMMITMENT

The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

The Position - Project Manager, Equity Initiatives

Under the direction of the Associate Dean, STEM and Equity Initiatives, the Project Manager will serve as the administrative lead for student equity and grant projects which focus on improving performance on indicators in the Santa Monica College Student Equity Plan as well as diversifying the student population pursuing and succeeding in STEM majors. The Project Manager will also provide administrative leadership for the NASA Minority University Research and Education Project Community College Curriculum Improvement grant.

Primary Duties & Responsibilities

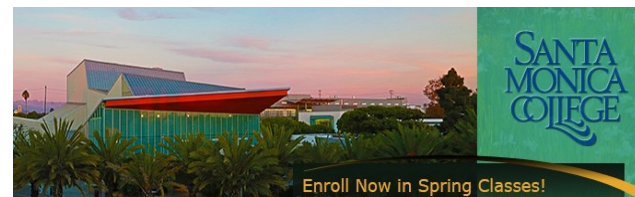
- Lead and manage assigned student equity projects. Coordinate the implementation of instructional support interventions related to addressing the achievement gaps across SMC.
- Lead and manage assigned grant projects which support SMC STEM initiatives and student equity plan.
- Collaborate and work effectively with faculty members on student equity projects, curriculum development, professional development, and other activities designed to increase the participation and success of underrepresented students in STEM majors and improve institutional performance on indicators in the student equity plan.
- Assist in the expansion of STEM initiatives through partnerships with other educational institutions and organizations.
- Create brochures, social media and web-based informational materials.
- Recruit students and coordinate on-site visits to JPL and other partner institutions.

Primary Duties & Responsibilities, cont.

- Recruit and coordinate faculty for JPL internship teams. Process and disperse stipends according to grant parameters.
- Coordinate student application process for JPL internship team participation and process stipend according to grant parameters.
- Coordinate speaker visits for NASA program.
- Engage in evaluation of equity projects and prepare reports on results.
- Prepare and deliver oral and written reports, recommendations and presentations to committees, administration, the Board of Trustees, and external constituencies as needed.
- Manage project budgets, monitor expenditures, and procure equipment and supplies as needed.
- Ensure the completion and timely submittal of all grant-required documents, surveys, and data reports for assigned projects.
- Engage in participatory governance processes and activities and serve on other college committees as assigned.
- Serve on faculty hiring and evaluation committees
- Participate in accreditation processes.
- Assume leadership for other related project activities and perform other duties as assigned.

Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



Santa Monica College is proud of its world-class faculty and staff, high academic standards and powerful student-teacher connections.

Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.