

# California State University, Fresno Foundation

## DIRECTOR – CENTRAL CALIFORNIA EDUCATIONAL OPPORTUNITY CENTER (CCEOC)

### JOB ANNOUNCEMENT #24-634

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Central California Educational Opportunity Center through the California State University, Fresno Foundation.</b> The Central California Educational Opportunity Center (CCEOC-TRIO) Program provides information and services to low-income and/or first-generation eligible adults residing in the target area who wish to pursue or continue a program of postsecondary education. Funded by the United States Department of Education, CCEOC assists individuals apply and enter for the first time or re-enroll in college, and help navigate the admission and financial aid processes, as well as offer academic advising. CCEOC is committed to enhancing each participant's potential to reach their educational and career goals by providing quality services and guidance.</p> <p>Under the general direction of the Senior Director of Outreach and Special Programs, the Project Director is responsible for the organization, planning, implementation, continuous review, and analysis of the CCEOC-TRIO program to ensure all deliverables and objectives are met. In addition, the Director provides leadership, direction, and supervision to CCEOC personnel. The Central California Educational Opportunity Center (CCEOC-TRIO) is a grant-funded program that is currently funded through August 31, 2026.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>The Director reports directly to the Senior Director of Outreach and Special Programs and is accountable to the Associate Vice President for Enrollment Management and the Vice President in the Division of Student Affairs and the United States Department of Education. This position is responsible for the following duties as responsibilities. Typical duties include, but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Developing, implementing, monitoring and maintaining all aspects of the Central California Educational Opportunity Center (CCEOC) Program and making the necessary decisions to ensure all program objectives are met as determined by the U.S. Department of Education.</li><li>• Responsible for the day-to-day project management, supervision and evaluation of all project activities and implementation of the CCEOC policies and procedures.</li><li>• Management and oversight of the project budget and maintaining internal monthly budgetary and program operation records to ensure appropriate utilization of federal funds and other resources in the accomplishment of stated program objectives.</li><li>• Oversee grant documentation and records, equipment inventory, participant record-keeping, including documentation and reporting of services in the Blumen database and use this data to prepare annual reports for the US Department of Education.</li><li>• Responsible for the supervision and evaluation of project personnel in the performance of their assigned duties as related to the accomplishment of stated program objectives.</li><li>• Ensure that all fiscal, interim and annual reports, evaluations, proposals and other documents necessary for the continued funding and successful operation of the program are written, prepared and submitted to the US Department of Education.</li><li>• Develop, interpret, communicate and apply project policy and procedures to ensure compliance with Higher Education Opportunity Act, Education Department General Administrative regulations (EDGAR), Federal TRIO Regulations and institutional policies.</li><li>• Records and database management, participant eligibility determination, selection, assessment and organizational planning, collaboration and partnership development within the target area.</li><li>• Develop, coordinate and implement program marketing and publicity efforts, including email and telephone communication, web page updates, program brochures, flyers, and social media.</li><li>• Perform related duties as assigned.</li></ul>

<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Master’s degree (M.A.) preferred in Public Administration, education, counseling, psychology, social work education or a related field or discipline.</li> <li>• Minimum of three (3) years of student counseling and/or full-time progressively responsible professional experience working with minority, low-income, and other disadvantaged individuals from diverse backgrounds</li> <li>• Minimum of two years (2) in an administrative position responsible for program development/planning, budget development/planning, grant reporting, and management/supervision of employees.</li> <li>• Demonstrated ability to effectively manage a student services program and supervise, train, motivate, evaluate and provide work direction to professional and student staff.</li> <li>• Demonstrated ability and knowledge in the areas of participant assessment, academic advising, student educational plans, career development, guidance, and educational planning.</li> <li>• Proven ability to analyze and evaluate, set priorities and follow through, manage multiple projects/tasks and adhere to deadlines.</li> <li>• Demonstrated ability as a collaborator with community-based organizations, government agencies, educational institutions, personnel, students, parents, and a diverse staff.</li> <li>• Ability to work independently making appropriate decisions with minimal direction and supervision.</li> <li>• Demonstrated ability in post-secondary outreach activities, developing and conducting academic and career related workshops.</li> <li>• Excellent written and oral communication and interpersonal skills.</li> <li>• Must possess organizational skills including attention to detail, maintaining accurate records, monitoring files, database, and managing multiple activities.</li> <li>• Must have computer skills at a level sufficient to effectively and efficiently carry out the responsibilities of the position (MS Office applications, Excel, PowerPoint, social media, email, and internet usage).</li> <li>• Demonstrated knowledge of and sensitivity to issues and needs of students from low-income, diverse ethnic, cultural and socio-economic populations, have knowledge of campus and community resources.</li> <li>• Demonstrated commitment in working with underrepresented students.</li> <li>• Must be available and willing to travel to sites, work evenings, extended workdays, and occasional weekends.</li> <li>• Must clear criminal background check and fingerprinting with the Department of Justice.</li> <li>• Must possess a valid Driver’s License, have a reliable vehicle, a driving record acceptable to university insurance underwriters and proof of car insurance.</li> <li>• Bilingual English/Spanish preferred.</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$5,546.67 - \$6,000.00 per month (\$66,560 - \$70,000 annual), depending on qualifications and experience.</b> Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick leave, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins August 23, 2024.</b> Position will remain open until filled.
<b>TO APPLY:</b>	Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.  <b>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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