BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Director, Achieving the Dream (Confidential)

DEPARTMENT: Student Affairs/Vice President Academic Affairs

FUNCTION: The Director of Achieving the Dream is responsible for coordinating the planning, implementation and assessment of college-wide programs and initiatives that enhance student success and is directly responsible for overseeing the college’s Achieving the Dream initiative.

As a resource to students, faculty, staff, and community partners, the Director’s role is diverse and encompasses programming, assessment, student, faculty and staff leadership, supervision, administrative responsibilities, and as such, requires strong leadership skills, dependability and a sincere interest in the College’s student success initiatives.

REPORTS TO: Vice President, Student Affairs

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:
1. Assists the College leadership with the development, implementation and assessment of programs and initiatives that enhance student success.
2. Collaborates with appropriate administrators and faculty to implement strategies that support the college’s strategic plan and the goals of the Achieving the Dream organization.
3. Monitors Achieving the Dream budget and College progress on annual work plans.
4. Works with Institutional Research, Academic Affairs, Student Affairs and other college staff as needed to support the implementation and assessment of student success strategies.
5. Collaborates with members of the Achieving the Dream initiative to ensure coordination of all Achieving the Dream related activities and updates.
6. Remains informed about progress or lack of progress in initiative-related areas such as student persistence, developmental education outcomes, achievement gaps, and completion rates.
7. Collaborates with the College’s Achieving the Dream leaders to maintain effective communication channels for broad participation and exchange of ideas regarding Achieving the Dream topics and activities.
8. Monitors Achieving the Dream activities and strategy implementations to ensure that both implementation and evaluation deadlines and objectives are met.
9.Drafts all Achieving the Dream written reports prior to deadline for review with Achieving the Dream leaders prior to submission.
10. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
11. Prepares, track, monitors, and adheres to an annual budget.
12. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
13. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
14. Performs additional tasks or duties as assigned by the Vice President, Student Affairs or other designated management.

MINIMUM QUALIFICATIONS:
Knowledge, Skills and Abilities:
1. A strong record of using innovative strategies within the classroom or in student services to engage students and enhance their success.
2. Strong desire to work with first-generation and underrepresented college students.
3. Organizational and administrative skills, especially the ability to perform job responsibilities with minimal supervision.
4. Ability to demonstrate multicultural and learning style competencies.
5. Ability to understand, interpret and present data in conjunction with the ATD Data Coach
6. A strong work ethic with demonstrated collaborative and coordinative skills.
7. A passion for student success and the ability to lead and work with others to achieve a common goal.
8. Ability to work independently and cooperatively as a leader and member of a team in a professional manner and work closely with advisors, administration, faculty, staff and students.
9. Ability to multi-task and follow-through on assigned tasks.
10. Knowledge of proper meeting procedures.
11. Skills in budget oversight and management.

Demonstrates understanding of the community college mission and practices an open door policy. Has advanced proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication (writing, listening and speaking)
- Customer and Student Focus
- Building Relationships
- Organizing (including activities and coordinating groups of people as managing large projects from inception to completion)
- Planning

Education: Master’s degree required

Experience: A minimum of three years of teaching, student development or administrative experience, preferably in a multi-campus community college setting.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________________ Date: ________________

Name/Title
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE