

MARCH 2025
FLSA: EXEMPT
SALARY GRADE: T
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, VETERANS UPWARD BOUND

BASIC FUNCTION

Leads the College Veterans Upward Bound Program activities and services to support eligible Veterans to transition from military service to civilian life through connections to skill development, community resources, Veterans' benefits, and institutional Veterans' Resources; plans and directs all aspects of the Veterans Upward Bound Program, including program recruitment and supervision, program development, program evaluation, reporting, and coordinating required and permissible services for program participants; acts as liaison with Veterans programs and services, campus student services programs, community organizations, and other universities and colleges to enhance services provided to program participants; provides avenues of support for exploration, identification of potential college and career pathways, assistance with applying to colleges/universities, support with enrollment, matriculation into postsecondary educational programs, and retention and persistence of students selected into the program; leads the development of the program in alignment with District and college community needs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned area manager. Supervises and directs the work of District personnel.

CLASS CHARACTERISTICS

This classification is responsible for the management and development of the College Veteran Upward Bound Program. Employees at this level operate under general guidelines from higher level management, and under the relevant laws, rules, regulations, policies, and procedures relevant to the area of assignment.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Plans, directs, and organizes the Veteran Upward Bound program recruitment on annual cohort of eligible participants; leads, coordinates, and monitors progress in meeting Veterans Upward Bound goals and objectives, and ensures compliance with institutional policies and federal grant rules, legislation, and regulations.
2. Coordinates program activities such as orientation/onboarding for new and continuing students, registration, tutorial assistance, counseling, Saturday academies, and other required and permissible program services; coordinates with institutional and District programs, external liaisons, and community service agencies to communicate student opportunities and to obtain information regarding potential Veteran Upward Bound students.
3. Provides fiscal, program progress, institutional reports, program reviews, budget narratives, institutional reports, and federal mid-year and end-of-year performance reports.
4. Implements a staff development program to improve the effectiveness and efficiency of the services provided by the Veteran Upward Bound Program.
5. Attends local, regional, and national TRIO/Upward Bound/Veterans Upward Bound meetings and conferences; organizes, develops, and disseminates informational material publicizing the availability of student and academic services provided by Veterans Upward Bound.
6. Prepares accurate documentation of Veterans' Upward Bound fiscal records, student records, program reporting, and evaluation data.

7. Establishes, collaborates, and maintains cooperative working relationships and on-going communication with various faculty, administrators, staff, students, and community stakeholders; and maintain inter-program and interdisciplinary communications.
8. Establishes and develops partnerships with local Veterans' agencies and organizations, including local, state, and federal agencies, community support services, and Veteran Affairs (VA); serves as liaison with state, regional, and national organizations, committees, and task forces.
9. Through continued study and participation in professional organizations, maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.
10. Participates in local, regional, and state activities to promote Riverside Community College District and the community colleges.
11. Serves as a member of the Management Leadership Association, President Management Council, National Veterans Upward Bound Association, COE, and WESTOP.
12. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Staff and organizational development models, instructional technology, active-learning strategies, and evaluation.
2. Support services and Veterans resources, including, but not limited to the Veterans Administration, state veterans' agencies, veteran associations, and other state and local agencies that serve veterans.
3. Database management and spreadsheets software applications.
4. Best practices in successful program and grant management.
5. Software commonly used to perform essential functions of the job, including Word, Excel, PowerPoint, Adobe, etc.
6. Budget development and management guidelines and principles.

Ability to:

1. Interact with people of all constituent groups and varying socioeconomic and career backgrounds.
2. Maintain confidential and comprehensive files and records.
3. Communicate effectively, orally and in writing.
4. Understand the affective, cognitive, and social needs of the target population.
5. Develop, implement, manage, and collaboratively promote Veteran Upward Bound program.
6. Maintain an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.
7. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.

Education and Experience:

A bachelor's degree and five (5) years of increasingly responsible experience in Student Services, with three years of experience directly supporting Veterans Services, Upward Bound, TRIO, and/or programs similar to TRIO supporting adult and/or first-generation learners.

Experience with developing/coordinating college access, outreach, and/or support programs, planning, budgeting, supervising, and developing training and events for Veterans is highly desired.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.