

## **SALT Management Position Requests for 2017-18**

*Prepared by Zav Dadabhoy, 03-02-17*

- **Director of Veterans Resource Center** (*GU001 and Equity*)
  - Directs, monitors and has responsibility for overseeing all veteran student services at the College including recruitment, retention, student success and completion
  - Establishes and maintains relationships with the local agencies for the purpose of providing services to veterans and military students
  - Assists the College admissions and registration process by addressing issues that affect the delivery of admissions and registration services for Veterans college-wide Serves as the College liaison for Veterans certification processes and all military personnel programs, and also performs official certifications of veteran student records and maintains all VA certification records
  
- **Director of International Student Programs** (*GU001 / Enterprise*)
  - Capacity building to develop a comprehensive International Student Program; recruitment; student support, etc., for 150-200 students. (Program plan demonstrates this can be an enterprise budget that can inject \$500,000 in revenues to the college.
  - Provides administrative supervision and oversight for all international student services and programs, including compliance with immigration procedures, SEVIS, U.S. Department of Homeland Security and strategic recruitment of students and ensures academic and personal support leading to retention and program completion.
  
- **Assistant Director of Student Life** (*Categoricals / Student Fees*)
  - Student Life's responsibilities have expanded in the last few years, and the workload (conduct cases, pantry, activities, etc) have increased. The assistant director of student life is responsible for all campus activities and events and student engagement.
  - Advising student organizations and the student government, the assistant director of student life will engage with leadership development and service learning opportunities.
  
- **Director of Career Center** (*SSSP / Equity / Promise grant*)
  - Career pathways and majors exploration
  - Job development in community
  - Career counseling in advising processes
  
- **Program Manager for Assessment, Testing and Placement** (*Equity*)
  - Management position to coordinate the center, and it's work at remote sites
  
- **Director of Promise Program** (*Promise Grant*)
  - Ensure alignment with the strategic and collaborative community work of growing the Transfer Promise. The Director will manage the California College Promise Innovation Grant, focused on timely completion and the equity agenda of ensuring financial

support. The Director will support fundraising efforts, oversee program recruitment in collaboration with educational partners on and off campus, and work with a team to endow a scholarship fund for disproportionately impacted students in collaboration with Title V.

- Establishes and maintains relationship with local independent school districts, universities, and community partners; develops relationships within and outside the college to develop and sustain student recruitment and outreach partnerships for the Transfer Promise Program. Works with the administrators, teachers and counselors at schools in Kern County, collaborative units at the College, industry and political partners, and departments to deepen stakeholder partnerships across sectors.
  - Develops and manages all components of the Transfer Promise Program including assisting with the recruitment of students into the Transfer Promise Program, creating an endowment for scholarships, developing and coordinating a specialized Promise Bridge Orientation, coordinating a peer mentoring program, Completion Coaching Community facilitation.
- **Program Manager of Promise Program** (*Promise Grant*)
    - Assists director
- **Assistant Director EOPS** (*Equity*)
    - Restores the Assistant Director position. Position was re-classified to a program manager in Fall 2016. EOPS is on track to grow from 900 students during the last 4 years to 1,500 students by the end of this year.
- **Director of Cohorts and Pathways** (*SSSP / Equity / Promise grant*)
    - Coordinate campus-wide development and implementation of the BC Guided Pathways System (GPS)
    - Streamline early education programs in collaboration with high school partners and BC counseling and discipline faculty to ensure clarity in intake and on-boarding processes
    - Support the expansion of academic support services and coordinate the integration of instructional and student affairs activities to ensure student progression and completion
    - Collaborate with university partners to clarify and promote transfer pathways