

## **TOMPKINS CORTLAND COMMUNITY COLLEGE**

**POSITION TITLE**

Director of Educational Opportunity  
Programs and Assistant Diversity Officer

**GRADE**

4

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**ORGANIZATIONAL UNIT**

ODESS

**REPORT TO**

AVP of Student Services &  
Senior Diversity Officer

**APPROVED BY**

July 21, 2022

**SUMMARY**

The Assistant Diversity Officer and Director of Educational Opportunity Program (ADO/DEOP) will work closely with and report to the AVP of Student Services and Senior Diversity Officer (AVPSSSDO) to implement best practices related to equity, diversity, justice, and inclusion (EDJI) Plan. The ADO/DEOP will provide leadership and advocacy for the overall administration of EOP, including supervision, planning, data management, reporting, program development and implementation, budget management, and program assessment. The ADO/DEOP is also accountable for EOP program student recruitment, enrollment, and retention initiatives to ensure operational effectiveness through a coordinated, collaborative and integrated approach. Additionally, the ADO/DEOP will represent the College to groups and organizations in the larger community regarding the interests related to program success. Responsibilities also include assisting EOP students in their transition and development as students at the College and directing them to additional resources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. In collaboration with the AVPSSSDO, cultivate and promote inclusive work and learning environments that encourage and support cultural competency and capacity, such as campus-wide EDJI training, multicultural appreciation events, and advocacy for faculty, staff, and students.
2. In partnership with the AVPSSSDO, collaborates with colleagues from appropriate offices to implement best practices regarding options for increasing diversity in our recruitment process as it relates to faculty, staff, and students.
3. Provide leadership in the planning, budget development, staff supervision, and administration of the Educational Opportunity Programs, including summer programs for students and parents.
4. Directs, develops, administers, and evaluates campus programs and services to increase and support the academic success, retention, and graduation of EOP students in cooperation with faculty and Student Success and Student Engagement Team staff.
5. Oversee coordinated activities including but not limited to EOP program development and design concerning the program's instructional components, tutoring, counseling, mentoring, academic advising, and career advising.

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6. Works with high school guidance counselors to identify and recruit traditional students to the programs of the College and is responsible for interviewing and advising students and parents regarding the criteria for admission.
7. Represents the College to individuals and groups that influence prospective students, including business, industry, parents, high school athletic directors, coaches, guidance counselors, and other appropriate groups.
8. Review prospective EOP students' application materials and documentation to confirm EOP admission eligibility in collaboration with Enrollment Service Center staff efforts.
9. Cultivate and implement an annual assessment plan to support data-driven decision-making for all areas of EOP programming.
10. Prepare reports and maintain program records as required by the College and the SUNY Office of Opportunity Programs in a timely and professional manner, including budget management and control.
11. Facilitate an appropriate resolution to reports of Title VI, VII, and IX (bias-related incidents) and identify and coordinate appropriate actions (referrals, investigations and counsel).
12. Maintain best practices regarding student development theory, academic program requirements, financial aid eligibility requirements, academic standards, College and community resources, and college policies and procedures.
13. Assure effective use of human resources by recommending hiring, disciplinary, and other human resources actions and training, motivating, evaluating, and counseling assigned personnel. Conduct all personnel matters in accordance with federal, state, and local Equal Opportunity/Affirmative Action Laws, other applicable regulations, and collective bargaining agreements.
14. Sustain the efficient use of material resources by assessing program needs, developing budget recommendations, and managing the program within budgetary constraints.
15. Serve on various college committees related to student success initiatives and perform other related tasks as assigned.

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**SUPERVISION**

Types Supervised (check each category):

Classified Staff  
 Administrative  
 Faculty  
 Non-credit adjunct faculty,  
**students, etc.**

Indicate number in each category:

# of Classified Staff  
 # of Administrative  
 1 # of Faculty  
 6 # of Non-credit adjunct faculty,  
**students, etc.**

**MINIMUM QUALIFICATIONS**

Must hold an earned Master's degree in a field relevant to the position and at least four years of related work experience. Must demonstrate the ability to meet the travel requirements of the position. Periodic travel and some evenings and weekends in support of special projects and events will be required.

**DESIRED QUALIFICATIONS**

Master's degree in Higher Education Administration or Higher Education Leadership, Counseling, or fields related to this position; four years or more of academic/student affairs experience in a college setting; Ability to work evenings and weekends as necessary; Experience supervising professional staff; Experience coordinating and providing academic support (e.g., programming, advisement services); Strong analytic and problem-solving skills; Excellent written, oral, and interpersonal communication skills; A demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of college students.