

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months, 100% Grant-funded	<b>Title</b>	CAMP DIRECTOR
<b>Revised:</b> 12/12/2016	<b>Department</b>	COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP)
<b>Level:</b> Professional	<b>IPEDS</b>	PROFESSIONAL
<b>FLSA:</b> Exempt	<b>Reports to</b>	V.P. STUDENT AFFAIRS

**POSITION SUMMARY**

The CAMP Director will be responsible for implementing and overseeing the successful operation of the College Assistance Migrant Program grant.

**MAJOR FUNCTIONS**

1. Assures the program is organized, monitored, managed so that it will meet its goals and objectives by designing, developing, and directing all facets of CAMP and establishing policies and procedures which ensure CAMP is conducted in compliance with the U.S. Department of Education Migrant Program guidelines and the specific requirements contained in the Crowder proposal.
2. Effectively manages the program by ensuring CAMP meets all grant obligations in a timely manner, preparing and submitting all necessary U.S. Department of Education reports in a timely manner and implementing and monitoring fiscal records related to grant fund's project objectives.
3. Documents the program's progress in achieving its funded objectives through project evaluation.
4. Establishes and maintains close working relationships with various College representatives, the federal government (Department of Education), target schools' faculty and administrators, and community agencies.
5. Ensures CAMP is fully integrated in the Student Affairs Division and the College community by representing the program in formal and informal venues and facilitating communication and discussion regarding CAMP operations and goals.
6. Plans and coordinates special events designed to bring prospective minority students to campus.
7. Develops, writes, edits and supervises the development of CAMP student recruitment publications, brochures, and correspondence.
8. Promotes the recruitment and retention of migrant student leaders by coordinating with the ELI Program instructor and by monitoring the academic progress of scholarship recipients and CAMP participants.
9. Enhances the College experience for students from historically under-represented groups by advising and assisting migrant student organizations with the development and implementation of activities and on-going programs, such as community service projects.
10. Encourages increased cultural awareness of students, faculty, staff, and the local community by initiating, planning, and coordinating special events relating to cultural awareness such as Migrant Education and Affairs, African American Heritage Month, Hispanic Heritage Month, and other related opportunities.

11. Enhances the multicultural experience, retention, and educational opportunities of CAMP students.
12. Assists students from historically under-represented groups in effectively utilizing the resources of the College to facilitate academic and personal success by interviewing and advising students and making appropriate referrals as necessary.
13. Advises administration of CAMP progress by compiling, organizing, and analyzing data on CAMP and/or minority student recruitment opportunities.
14. Recruits, selects, trains, supervises, and evaluates CAMP staff members in compliance with the College's established policies.
15. Represents CAMP at appropriate meetings, on and off campus.
16. Secures funding for the continuation of CAMP by doing research and working closely with the Director of Grants Office to coordinate the writing of grant proposals.
17. Maintains competency and professional currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required by the V.P. of Student Affairs or designee.
18. Contributes to the overall success of students by performing all other essential duties as assigned.

<b>KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE</b>
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1. Master's degree in administration, education, higher education, or related field, required.
2. Three years experience developing and administering educational programs for migrant and/or disadvantaged persons required; administrative experience preferred
3. Demonstrated ability to manage substantial budgets
4. Demonstrated ability to communicate effectively in both written and oral forms
5. Demonstrated fluency of the Spanish language preferred
6. Demonstrated sensitivity to the needs of migrant and economically and educationally disadvantaged persons
7. Demonstrated ability to present workshops for project and agency staff and participants
8. Freedom from racial and ethnic biases
9. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public
10. Must be able to work evenings and weekends as required

<b>EQUIPMENT/SOFTWARE</b>
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Information Technology Abilities required:

- 1-1 Ability to operate a personal computer using the Windows environment.
- 1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.
- 2-1 Ability to perform basic Jenzabar Program functions.
- 3-1 Ability to perform basic word processing using MS Office Suite (Word, Excel, Access, PowerPoint).

<b>POSITIONS SUPERVISED</b>
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1. Administrative Assistant

2. Academic Advisor/Counselor
3. Recruiter
4. Student Workers and work studies

<b>WORKING CONDITIONS</b>
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1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work is required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

<b>PHYSICAL DEMANDS</b>
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1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

<b>CREATIVE AND ANALYTICAL SKILLS</b>
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1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

<b>LANGUAGE/COMMUNICATIONS SKILLS</b>
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1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Demonstrated fluency in Spanish preferred