



Job Description

Job Title:	Assistant Director, Mentoring and Bridge Programs	Grade:	L
Department:	Outreach and Recruitment	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Assistant Director plans and manages academic and social programs for the Minority Male Mentoring and Summer Bridge Program. These programs are a multilayered program designed to assist students in effectively adjusting to the different challenges of college life. Responsibilities will include, but are not limited to, planning and organizing activities of the Minority Male Mentoring program; providing support for students and mentors, maintaining a tracking system to evaluate student progress and/or interventions; interfacing with internal partners to determine current learning needs and provides any training needs.

Characteristics Duties and Responsibilities:

1. Provides daily management of mentoring and bridge programs, which includes budget, grants and staff.
2. Meets with students individually to discuss academic responsibilities and struggles.
3. Fosters relationships with other departments that enhance and/or strengthen the program. Cultivate and maintain relationships with community partners and stakeholders.
4. Communicates effectively with students, staff, faculty, and administrators about the program.
5. Develops strategies for identifying and recruiting students and mentors to the mentoring program.
6. Creates and oversees implementation of ongoing marketing.
7. Creates and provides training materials for mentors and professional development opportunities.
8. Plans and develops social and cultural enrichment programs and trips.
9. Attends campus and regional staff development opportunities.
10. Conducts research on mentoring best practices and coordinates program evaluation efforts.
11. Other duties as assigned.

Reporting Relationships:

Direction Received:	Reports to the Dean ESS
Direction Given:	Direct supervision of assigned staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and one year of experience



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Knowledge, Skills, Abilities, and Worker Characteristics:

Excellent decision making skills
Knowledge of program function
Excellent time management skills
Ability to process in-depth student needs
Ability to communicate with a variety of people

Working Conditions:

Typical Office Environment