



El Camino College

Program Director

TRiO - Student Support Services Grant



Under direction of an assigned administrator, oversee the TRiO – Student Support Services grant. Assist program participants from low-income, first-generation, or disabled students succeed in college by connecting them with appropriate services to develop their academic goals and select academic schedules. Oversee the primary functions of the TRiO program including personnel, career guidance for program participants, test preparation, student issues/problems, student leadership, tutoring, and study skills.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support advisory groups, activities, and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

***** THIS POSITION IS CONTINGENT UPON EXTERNAL FEDERAL GRANT FUNDING *****

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

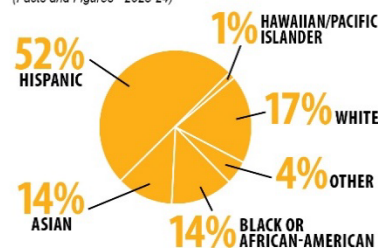
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



PROGRAM DIRECTOR

TRiO - STUDENT SUPPORT SERVICES GRANT

Division: Student Support Services
Posting Closing Date: 03/19/26
Req: A2526-037
Location: El Camino College
Position Type: Educational Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Job Description](#)

FUNCTIONAL RESPONSIBILITIES

1. Assist program participants in connecting with appropriate services to establish appropriate academic and personal goals through intrusive academic advising and counseling. Encourage the development of program participants' study skills through the coordination or presentation of study skills workshops and individual study skills assistance.
2. Develop, promote, and organize effective workshops for program participants that provide appropriate and necessary academic skills for student success.
3. Collaborate with academic personnel to assist program participants in the development of academic schedules appropriate for their stated educational goals. Guide program participants in decision-making skills and learning how to accept responsibility for their decisions. Assist program participants seeking academic information. Direct program participants to resources within the College that assist in making career and academic major choices.
4. Oversee the TRiO Student Support Services Tutoring Program by coordinating with the Tutoring Center in identifying and appointing tutors to meet requested needs. Recruit, orient, and train tutors. Maintain tutor files and records.
5. Oversee the personal and academic development of program participants. Encourage student involvement in cultural activities and establish student leadership opportunities both on and off campus. Create opportunities for participation in advising student leadership groups within the TRiO-Student Support Services program.
6. Ensure the effectiveness of the advising process by maintaining advisee files for all program participants. Ensure advisee academic reports and counseling notes are regularly updated. Validate the information contained in the advisee files against the student database.
7. Oversee the maintenance and updating of the TRiO Student Support Services website.
8. Manage the Scholarship Program. Provide students with assistance with scholarship searches and submission preparation. Ensure that current scholarship information and resources are readily available.

9. Oversee the preparation of materials used to promote TRiO programs to prospective students from the general campus population, transfer students, and campus personnel at large. Promote services available through the program through informational presentations or by distributing program literature at student festivals, strategic locations across campus, and elsewhere as appropriate. Conduct presentations on campus, off campus, and virtually. Prepare and present effective oral and written reports and promotional materials. Prepare and deliver effective presentations.
10. Provide information needed for informed decision-making. Collect, compile, and analyze TRiO enrollment data and records. Direct the maintenance of TRiO-related reports, files, record-keeping, and databases. Prepare comprehensive narrative, statistical, and analytical reports on the TRiO student population in accordance with grant requirements. Prepare proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as needed.
11. Partner with Fiscal Services to accurately track program budget expenses and encumbrances.
12. Ensure that TRiO students and potential TRiO students have up-to-date information on opportunities and responsibilities related to the program. Conduct student interviews. Coordinate assessments as needed. Provide basic information regarding matriculation issues.
13. Maintain the security of confidential materials. Ensure participant files are accurate and complete (e.g., TRiO application form, assessment results, academic records, financial need data, etc.) Oversee the preparation of participant files and the gathering of all required data to be included in the file.
14. Manage TRiO student tutoring services including online tutoring. Fulfill tutoring requests. Screen and hire qualified tutors. Oversee the test-prep program. Prepare and manage tutoring service budgets.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for the Trio program and grant funding and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, program, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement a staffing structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train and supervise the performance of assigned personnel; recommend reassignment or non-renewal as needed; delegate and review assignments and projects; evaluate work products and results; implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor work performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts within assigned program area.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree from an accredited college or university.

Experience: One (1) year of formal training, internship, or work experience reasonably related to the administrator assignment.

DESIRED QUALIFICATIONS

Desirable Experience: Professional or personal experience in overcoming barriers similar to those that are confronting TRiO program participants. Five (5) years of experience in designing, managing, and implementing a student support service or similar program. Three (3) years of experience supervising staff, managing budgets, developing/evaluating programs, and submitting reports in compliance with federal regulations.

Knowledge/Areas of Expertise:

- Knowledge and experience with federal grant programs.
- Experienced with and sensitive to the complexities faced by low-income, first-generation, and disabled college students.
- Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Extensive knowledge of student academic and personal development.
- Experience working on a grant.
- Experience working as a liaison between high schools, colleges, or universities to promote successful student transfers.
- Proven experience in program coordination, project management, or related roles.
- Experienced in interpreting, applying, and explaining rules, regulations, policies, and procedures.

Abilities/Skills:

- Ability to provide leadership on behalf of a department.
- Ability to effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions; involve staff in idea generation, goal setting, and decision making.
- Proven ability to perform intricate, coordinated activities with existing campus services, resources, students, and the community.
- Effectively and accurately read, interpret, and follow Collective Bargaining Agreements.
- Evidence in implementing diversity, inclusivity, and equity in the workplace.
- Demonstrated commitment to student learning and development.
- Respond to email in a timely manner.
- Ability to organize and prioritize while planning various events.
- Skilled at working cooperatively with others.
- Ability to analyze situations accurately and adopt effective courses of action.
- Ability to effectively implement conflict resolution tactics and crisis management techniques.
- Ability to communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing.
- Ability to utilize effective leadership, counseling, and modeling skills. Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

PHYSICAL DEMANDS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: THURSDAY, MARCH 19, 2026 at 3:00 P.M.

SALARY: The starting salary range \$110,724 (Annually)

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$128,484 annually)

CONDITIONS OF EMPLOYMENT

Full-time, 12-month, educational administrator position. Educational Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment. Working hours will be in-person, Monday through Friday 8:00 a.m. until 5:00 p.m. Schedule may vary to include weekends and evenings based on operational need.

Administrators may work all or a portion of the work days that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the work days that fall between December 25 and January 1.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit a Certificate of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada-job-applicant-accommodation-request)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

Retirement

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Pamela Jones

310-660-3593, Ext. 3478

pjones@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.