



COLUMBIA GORGE

COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	President
Organizational Unit:	Administration
Reports To:	Columbia Gorge Community College Board of Education
Date Written:	July, 2011
Revision Date(s):	11/17; March 3, 2023

GENERAL NARRATIVE DESCRIPTION OF POSITION

The President shall be the chief executive officer of the College. As such, the President shall have the primary responsibility for execution of Board policy, whereas the Board shall retain the primary responsibility for formulating and adopting that policy.

ESSENTIAL JOB FUNCTIONS

1. The President is directly responsible to the Board of Education for:
 - Carrying out all College Board and administrative policies pertaining to the position.
 - Providing leadership and support for the philosophy and goals of the comprehensive community college.
 - Developing and revising policies for approval by the College Board.
 - Determining local education needs; revising long-range and marketing plans.
 - Planning and directing the development, use, and maintenance of the campus equipment building and grounds.
 - Developing state-wide community college academic, vocational, and funding goals, in cooperation with the State Legislature, the State Board of Education, the Educational Coordinating Commission, the Oregon Community College Association, and the State System of Higher Education.
 - Developing cooperation and articulation with local school districts, within the College District.
 - Developing, allocating, and administering the budget for designated functions.
 - Preparing agendas and appropriate materials for meetings of the College

Board, and making reports and recommendations to the Board.

2. The President is administratively responsible for:

- Supervising the development of all budgets for the College and assuring sound fiscal management.
- Encouraging communication and cooperation between all segments of the College, and between the College and the community, including working with business, industry and community organizations to assure support for College programs and activities.
- Ensuring flexibility for financing and staffing.
- Promoting quality educational programs and services.
- Other administrative duties as assigned.

In addition, the President shall serve as an ex-officio member of the College Foundation Board.

EXPERIENCE

- Five years successful community college or comparable administrative experience preferred.
- Demonstrates a record of successful community college or other higher education teaching experience; understands course and program development.
- Experience or knowledge in business or economic development desirable.

REQUIRED AND PREFERRED EDUCATION AND EXPERIENCE

Education:

Master's Degree from an accredited institution required; Doctorate degree preferred.

Experience:

Required

- Minimum three years of experience in a senior management-level position
- Demonstrated experience in working with diverse communities

Preferred

- Community College or University experience
- Higher Education teaching experience
- A fiscally responsible leader with significant budget management experience

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- A strategic, innovative, and visionary planner who can set priorities, align planning and budget processes and make difficult decisions

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- Ability to work collaboratively with the community stakeholders to align college strategic work plan with workforce and community needs
- An effective communicator who is accessible, responsive, supportive and candid with the internal and external communities
- A leader who focuses on and connects with students
- A leader with the ability to effectively work with faculty, staff and an elected Board of Education
- A leader who will implement professional development

PHYSICAL AND INTELLECTUAL DEMANDS

The physical and intellectual demands are representative of those that are typically necessary to successfully perform the essential functions of a College president. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit, travel, talk, hear, use hands and fingers to operate computers and other office equipment, and to move and manipulate other objects, and reach with hands and arms. The employee is also occasionally required to lift and carry materials up to 15 pounds in weight. The employee must be able to work long hours, including nights and weekends, and to travel frequently within the College campus, the local community and throughout the state. Intellectual demands include the ability to communicate effectively regarding academic and administrative matters with Board members, College personnel, students, other agencies and community members.



COLUMBIA GORGE

COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	Vice President of Instructional Services
Department:	Instructional Services
Employee Classification:	Management
Status:	Full-Time
Reports To:	President, Columbia Gorge Community College
Date Written:	April 14, 2004
Revised Date:	06/08; 11/10; Sept. 2015, November 2019

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Vice President of Instruction (VPIS) provides vision, leadership, planning, development, assessment, and administration for a comprehensive array of educational programs designed to enhance students' success in meeting their educational goals and ensure the quality of the educational experience. The VPIS will play a pivotal role as the college expands its services within the next two years with the construction of the new Treaty Oak Skill Center and on-campus housing. The VPIS reports directly to the President.

ESSENTIAL JOB FUNCTIONS

1. Provide leadership in attaining the College's mission, vision, and goals within the College's Strategic Plan and Student Success Initiatives.
2. Develop and monitor the instructional budget.
3. Provide collaborative leadership and guidance to faculty and instructional staff in developing and delivering college programs.
4. Direct the development of operational policies, structures, and systems in order to provide optimal teaching and learning experiences.
5. Promote and support the use of data in relation to instructional and institutional planning and action.
6. Lead the development of program articulation agreements and degree partnerships with other higher education institutions.
7. Oversee the recruitment and hiring of instructional staff members and faculty.
8. Ensure uniform implementation of the faculty development and evaluation program.
9. Ensure uniform implementation of course assessment, program review, and Instructional Department assessment.
10. Plan and facilitate faculty in-service, training opportunities, and instructional staff

development.

11. Serve as the Accreditation Liaison to the Higher Education Coordinating Commission (HECC) / Office of Community College and Workforce Development (CCWD) and the Northwest Commission on Colleges and Universities.
12. Provide leadership to Instructional Deans, Directors, Department Chairs, Instructional Council, Curriculum Committee, and other faculty-driven organizations and activities.
13. Provide leadership and oversight in distance education programs and emerging instructional technology.
14. Direct the development of the course master schedule and annual schedule of classes.
15. Assist with the research, writing, and supervision of appropriate grant funding activities.
16. Supervise preparation of follow-up studies and other relevant research and reports.
17. Lead institutional and program specific accreditation activities for compliance with standards set by and reaffirmation efforts with the HECC / CCWD and Northwest Commission on Colleges and Universities.
18. Supervise the development of plans for instructional programs.
19. Participate on the College's President's Council and attend College Board of Education meetings.
20. Collaborate with business, industry, workforce partners, community agencies and organizations to create and offer academic and workforce education and training.
21. Represent the College in instructional matters in community, state, regional and national organizations and agencies.
22. Perform other instructional services functions and other related duties as assigned by the President.

The list of essential and marginal functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

SUPERVISES THE FOLLOWING STAFF

- Instructional Deans/Directors, Distance Education Coordinator and Community Education Coordinator.

REQUIREMENTS/QUALIFICATIONS

EXPERIENCE

- A minimum of 5 years of college-level teaching
- Five or more years of instructional leadership experience at the post-secondary level including planning, developing curriculum, hiring and supervising faculty and staff, budgeting, and community relations.

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- Knowledge of accreditation, workforce and economic development, career and technical education, K-12 requirements, grant funding and management, and/or legislative experience preferred.

EDUCATIONAL BACKGROUND

- Master's degree in post-secondary instructional administration, education, planning, or one of the disciplines taught at the College required. Degree must be from an accredited institution.
- Doctorate preferred

KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

As a key element of this position, the employee must possess leadership and management skills, as well as the ability to know when to utilize them. Also key are team building and team membership skills. The employee must be able to work effectively with a wide variety of College, community and governmental agencies.

LEADERSHIP (Personal Qualifications)

- Be proactive as a leader
- Be a collaborative team member
- Work well without close supervision
- Possess and use effective communication strategies (writing, spelling, listening, and speaking), and promote positive communication throughout campus
- Value community, bring a spirit of enthusiasm and energy, and demonstrate multi-cultural awareness
- Foster innovation and creativity
- Demonstrate core values of Respect for the Individual, Community Focus, Integrity, Excellence, and Commitment to Learning.
- Work effectively with all populations
- Dress and maintain self in a professional manner

PLANNING (Skills)

- Ability to innovate and engage in outside-the-box thinking
- Demonstrate knowledge and good judgment in matters of College policy and procedures.
- Use effective strategic planning strategies
- Develop, use, and promote the utilization of effective assessment strategies
- Be student-focused, understand teaching and learning, support the use of technology in the delivery of instruction, as well as understand the challenges that faculty and students face in its implementation
- Demonstrate excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes

MANAGEMENT (Knowledge)

- Follow through to completion of assigned tasks

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- Utilize good management techniques
- Delegate appropriate tasks and responsibilities
- Possess problem-solving and decision-making abilities
- Understand and use effective human resource and fiscal management skills
- Demonstrate knowledge and good judgment in matters of College policy and procedure

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate computers, objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Able to work evenings and weekends



COLUMBIA GORGE

COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	Vice President of Student Services
Department:	Administrator
Employee Classification:	Management – Exempt
Status:	Full-Time
Reports To:	President, Columbia Gorge Community College
Date Written:	September 18, 1996
Revision Date(s):	03/05; 01/08; 08/10; 4/16, January 23, 2019

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Vice President of Student Services provides vision and leadership for all student services. Student services includes all aspects of admissions, registration, student records, financial aid, advising, student life and student recognition. As a member of the President's Cabinet, the Vice President of Student Services works closely with the Vice President of Instructional Services to ensure coordination between student and instructional services programs which supports student success, persistence and completion.

ESSENTIAL JOB FUNCTIONS

The Vice President of Student Services has duties and responsibilities that include, but are not limited to, the following:

1. Lead and administer of student recruitment and retention programs at the College.
2. Create, promote and administer student services and programs with students, faculty, staff and community.
3. Develop, monitor, enforce and maintain applicable accreditation standards, policies, services and programs for students.
4. Oversee of the development of policies and procedures for admissions and registration.
5. Provide leadership, budgetary oversight, and accountability for all student services and events.
6. Lead and coordinate production of student publications including quarterly schedule of classes, Career Pathways brochures, limited entry program information packets, and the College

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catalog in collaboration with the Vice President of Instruction.

7. Ensure the integrity of student records. Supervise quarterly processing of class rosters and student grading.
8. Serve as the Chief Conduct Officer for the college to create and deliver training on policies and procedures for various campus groups
9. Serve as Chair of the Behavioral Assessment Team. Oversee campus-wide mechanisms for all campus constituencies to report students of concern and lead and direct the BAT team.
10. Oversee enrollment and student data for D-4A, IPEDS, and Student Right to Know reports. Produce internal reports for enrollment management and course planning. Compile data for annual Student Profile, student surveys, and other reports as requested.
11. Respond to questions from college departments and external agencies regarding issues or policies impacting student programs and services.
12. Train faculty and staff on accessing student data, and implement program functions through Campus Nexus Student Information System and Course modules.
13. Oversee student events such as graduation, Honors reception, and other recognition activities.
14. Represent CGCC at state meetings including Council of Student Services Administrators (CSSA) and state task forces.
15. Act as a member of CGCC's President's Council and attend Board of Directors meetings.
16. Oversee all other student services functions, and other related duties as assigned by the President.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

SUPERVISES THE FOLLOWING STAFF

- Dean of Students
- Registrar
- Director of Financial Aid
- Director of Housing and Student Life

EXPERIENCE

- **Job Specific Training:** Computer literate and comfortable with Microsoft Windows, Microsoft Office applications, and the Internet.
- **Job Related Experience:** Experience in post-secondary education; teaching and/or administration preferred.

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- **Specific Experience:** Three or more years of administrative or management experience in an environment involving planning, budgeting, supervision, student development and community relations.

EDUCATIONAL BACKGROUND

- **Post Secondary:** Master's degree from an accredited institution in administration, education, planning, or one of the disciplines taught at the college.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Organizational leadership, team building, management, staff development and communication techniques
- Mastery of best practices for student success, persistence and completion
- Knowledge of student development, professional development, and career development
- Experience with curriculum development for student services
- Skills with budget development, management in accord with institutional policies, grant implementation and management
- Awareness of federal and state codes, laws and regulations relating to the functions of this position

MANAGEMENT (Knowledge)

- Demonstrate knowledge and good judgment in matters of CGCC policies and procedures
- Identify trends, foresee problems, and resolve conflicts
- Demonstrate proficiency in computer applications: word processing, spreadsheets, and databases
- Demonstrates knowledge and good judgment in matters of CGCC policy and procedure

PLANNING (Skills)

- Provide administrative direction, training, and supervision to staff and students
- Make effective decisions and take independent action
- Prepare and present written and/or oral reports; submit business plans for new projects
- Research and analyze information; create databases
- Demonstrate excellent interpersonal skills in the areas of creative problem-solving, conflict resolution, group planning, and decision-making processes

LEADERSHIP (Personal Qualifications)

- Listen and work effectively in a demanding environment
- Provide accountable leadership resulting in productive, efficient working relationships
- Practice an open communications style that involves people at all levels in the decision-making process
- Follow through to complete assigned tasks.
- Visibly and positively represent CGCC to the public

WORKING CONDITIONS

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- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to manage, handle, or operate computers, objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.



COLUMBIA GORGE

COMMUNITY COLLEGE

VP of Administrative Services

Compensation: \$110,000 – \$125,000 plus excellent benefits including generous employer contributions to medical, dental and vision premiums, and participation in the Oregon PERS retirement system.

We offer an opportunity for...

A collaborative, equity-minded leader to serve as Vice President of Administrative Services (VPAS). The VPAS is responsible for creating, assessing, and continuously improving the policies, processes, and practices necessary to: facilitate equitable student learning and success; deliver excellent service; and accomplish the work of the administrative services division. The administrative services division includes finance, budgeting, purchasing, information technology systems, facilities and grounds, and auxiliary services, including the bookstore and food services.

This role reports directly to the College President and serves on the President's Council. The successful candidate will be driven by a genuine desire to advance the College's Mission and Priorities and will work collaboratively with internal and external stakeholders. Accordingly, the VPAS will provide innovative, excellent service with a commitment to closing equity gaps in educational access and attainment and will promote inclusive prosperity throughout the greater Columbia Gorge region.

Who we are...

Columbia Gorge Community College (CGCC) is a comprehensive community college dedicated to promoting an academic and social environment that serves the evolving needs of the vibrant and diverse communities across its district and beyond. The College aims to foster an inclusive and equitable climate where employees and students from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We understand these values are foundational to our mission and are important in supporting the well-being of the communities in our service area. As a college, CGCC commits to being accountable to communities who have been historically excluded from higher education, and to the land in the area it serves. **Candidates from diverse and underrepresented backgrounds are encouraged to apply.**

Mission: CGCC prioritizes equitable access to education, empowers all students through learning, and drives inclusive prosperity throughout our community.

Vision: As an institution of higher education, CGCC innovates and excels, champions equity and inclusion, and nurtures belonging among our students, employees, and the community.

Priorities:

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- Ensuring equitable access to education
- Advancing equitable student learning and educational outcomes
- Fostering economic growth, inclusive prosperity, and a thriving community

Guiding Principles: Open Communication, Respect, Integrity, Collaboration, and Equity and Inclusion.

Where we are...

Columbia Gorge Community College serves a diverse region in north-central Oregon and south-central Washington. CGCC acknowledges we are on the homelands of the Confederated Tribe of the Yakama Nation and neighboring tribes as well as the 14 bands along the Inchi l'wana (Columbia River). Our main campus is within the Columbia River Gorge National Scenic Area in The Dalles, Oregon. We also have a beautiful campus in the city of Hood River.

What the area offers...

Nestled in the breathtaking beauty of the Columbia River Gorge, our college offers more than just a job; it offers a unique lifestyle. Imagine waking up to stunning mountain views, enjoying outdoor adventures in your backyard, and being part of a tight-knit community dedicated to educational equity and innovation.

As a center of Native American trade for over 10,000 years and situated near the end of the Oregon Trail, the Columbia Gorge has a rich history. Much of the area is connected to agriculture, with large acreages of wheat fields, cherry, pear, and apple orchards. There are also dozens of world-class vineyards, wineries, and breweries that, together with outdoor recreation, have created a strong hospitality and tourism industry.

Organizations like Comunidades, The Columbia River Inter-Tribal Fish Commission, Washington Gorge Action Programs, and The Next Door are representative of the groups that span the Gorge area to provide community resources and leadership. Manufacturing, technology, and IT companies are expanding rapidly in the area, which is home to companies such as Insitu, Tofurky, Cardinal Glass, Sagetech, HoodTech, and Google. Portland is roughly an hour away, with its various urban attractions and access to international travel.

What you will do...

The Vice President of Administrative Services (VPAS) is responsible for leading the Administrative Services division and performs the following duties:

Unit Leadership

- Oversee the recruitment, supervision, evaluation, and talent management of staff within the Administrative Services unit to promote innovation, excellence, equity, inclusion, and belonging across the college community.

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- Inspire a diverse group of employees through mentoring, professional development, and coaching; provide leadership, coordination, and oversight for the college's Administrative Services unit to integrate and support all areas of the college in service to the Mission.
- Oversee management of facilities and information technology
- Manage enterprise services, including the college bookstore and cafe.

Budgeting and Operational Planning

- Develop administrative goals and strategies to ensure the achievement of [college priorities](#).
- Develop short-term and long-term financial forecasts to project the college's financial health and identify potential budget challenges and opportunities. This includes revenue projections, new or innovative revenue streams, and other relevant data.
- Maintain a strong commitment to equity-minded assessment practices, using data to inform decision-making, budgetary planning, as well as facilities, technology, and operational planning.

Partnership Development

- Cultivate relationships with business, community, industry, municipal, and higher education leaders; collaborate with other college leaders to design, lead, and support initiatives leveraging community partnerships and business relationships to maximize equitable learning opportunities and outcomes for all learners.
- Represent and advocate for the college's institutional interests to external constituencies; develop, support, and maintain effective relationships with external partners; represent college interests within community groups, councils, and committees.
- Establish positive working relationships to advance college priorities with external organizations to include architects and construction, Oregon Community College Association, legislatures, auditors, legal counsel, grant sources, etc.

Financial Operations/Services

- Plan, direct, and implement the financial and general operation of the college including oversight of fiscal operations, evaluation, forecasting, and reporting on all budgets (e.g., operational, capital, enterprise) status and cost/benefit analyses.
- Collaborate with and support the college community on the development of additional revenue streams (grants, enterprise accounts, alternate revenue streams, etc.).
- Monitor appropriated investments of temporary cash balances and safeguard all financial assets and resources.
- Prepare annual audit with independent auditors.
- Oversee all capital and fiscal planning affecting the college.
- Work collaboratively with the college community to develop and implement both short and long-term financial and operational strategies that contribute directly and indirectly to student persistence and success.

College Leadership

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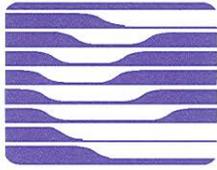
- Foster inclusive communication and collaboration with all faculty, staff, and students to provide administrative support; develop equitable processes and procedures that support integrated strategic planning and organizational efficiency and effectiveness.
- Actively participate in Northwest Commission of Colleges and Universities (NWCCU) to adhere to accreditation standards; integrate student-centered principles in decision making and actions.
- Provide leadership and support for contract negotiations, policy monitoring, and purchasing; ensure compliance with regulatory agencies' requirements and college policies and procedures.
- Encourage the use of environmentally sustainable practices and procedures across the college.
- Develop and use intercultural fluency to support community-led advancement across the college's service area.
- Use culturally responsive practices to benefit students, employees, and communities with historically marginalized identities.
- Dismantle systems and barriers in order to achieve equitable student success.

What you bring....

- Master's degree in Accounting, Business Administration, or related field is preferred.
- Demonstrated knowledge of principles and standards of fund accounting for public colleges and universities as defined by AICPA and GASB.
- Experience implementing/managing Enterprise Resources Planning (ERP) software.
- Experience working in higher education is a plus.
- Experience promoting equity-minded and diversely represented communications and materials, experience in responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees as these factors relate to the need for equity-minded practices.

Minimum Requirements...

- Bachelor's degree from an accredited institution is required, preferably in a related field such as business, economics, finance, or similar related field.
- Minimum of three (3) years of senior-level experience in finance and administrative services with demonstrated technical expertise.



COLUMBIA GORGE COMMUNITY COLLEGE

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THE DALLES, OREGON 97058
(541) 506-6000 • www.cgcc.cc.or.us

JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title:	Executive Director of College Advancement
Department:	Advancement
Employee Classification:	Management – Exempt
Status:	Full-Time
Reports To:	President, Columbia Gorge Community College
Date Written:	April 10, 2006
Revision Date(s):	August 10, 2023

Columbia Gorge Community College (CGCC) is an inclusive environment where the unique contributions of our diverse students, employees, and the community are honored and valued. We expect all employees to foster a climate of belonging that supports all students and employees in achieving success. The Executive Director works closely with the College president and, as a member of the President's Council, participates in the College's strategic planning to identify and implement activities that align with the Mission of the College to build dreams and transform lives.

PURPOSE OF POSITION

The Executive Director of College Advancement (EDCA) is responsible for developing positive external relationships and engaging in strategic communications with the public in support of the College's Mission and Priorities. This position provides executive leadership to the CGCC Foundation, leading the CGCC Foundation Board to develop resources that align with the College's Mission and which support student success. The ideal candidate will possess a record of success in advancement work and cultivating deep engagement with internal and external stakeholders. The EDCA will oversee community relations, marketing, the public-facing side of the College website.

ESSENTIAL JOB FUNCTIONS

1. Implements long-range partnering and communication strategies that ensure the College makes consistent and timely progress toward achieving the College's Mission.
2. Implements policies, systems, and activity metrics to support College Priorities and Objectives.
3. Launches and leads external campaigns and programs that build and leverage resources in support of the College Mission.
4. Takes responsibility for the enhancement of the College and Foundation's image by being active and visible in the community, and by working closely with other professional, civic, and private organizations.

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5. Works with the College president and executive leadership to develop a strategic alliance plan and define initiatives to enhance the College reputation and increase philanthropic giving.
6. Serves as Foundation's primary spokesperson to the organization's constituents, the media, and the public.
7. Participates in the identification cultivation and solicitation, when appropriate, of major gift prospects, while managing a portfolio of assigned donors.
8. Completes public relations and communications operational requirements by developing and disseminating information internally and externally; maintaining rapport with community and media representatives; responding to and analyzing requests.
9. Distributes information to the media as requested or scheduled.
10. Represents the college in local and regional community development activities.
11. Oversees and supports the Community Relations Director in planning and cultivating relationships with community partners in the educational, economic, and public sectors.
12. Oversees the Marketing Coordinator to increase College visibility and promote College programs and services.
13. Assists the Marketing Coordinator with communication and marketing plans for the entire College, including the coordination of messages in partnership with internal departments.
14. Initiates and develops creative and pro-active activities to secure resources to support the Mission of the College.
15. In collaboration with the Office of the President, develops, implements, and manages a governmental relations program focused on engaging local, state, and federal legislators to secure college resources.
16. Represents the President, when applicable, at selected meetings and events as assigned.
17. Oversees, coordinates, and manages the work of Advancement staff.
18. Other duties as assigned.

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REQUIRED QUALIFICATIONS AND EXPERIENCE

A Bachelor's Degree in a related area (advanced degree preferred); more than five years of progressively responsible experience directly related to advancement. Any combination of experience, training, and accomplishments that demonstrate the same competence represented in the requirements listed above will be considered. Knowledge of and contact with major funding agencies is a plus.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrate effectiveness working with boards, community members, and a wide range of public constituents.
- Demonstrate ability to promote collaboration, teamwork, and partnerships with internal and external constituents.
- Demonstrate ability to develop and implement fundraising events and capital campaign projects.
- Demonstrate skill to engage with public officials and advocate on behalf of institutional goals.

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- Demonstrate public relations and marketing skills.
- Knowledge and skill in using social media and managing online information.
- Ability to think strategically and take steps to meet desired outcomes.
- Work with individuals of varied ethnicity, ages, backgrounds, and abilities in an inclusive and participatory manner.
- Demonstrate appropriate awareness of historically minoritized groups and skill in promoting equitable policies and practices.
- Track record of personally developing and securing philanthropic gifts.
- Excellent organizational skills.
- Experience with basic accounting and financial management.
- Knowledge of donor management systems.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate computers, objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.



COLUMBIA GORGE

COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: Director of Diversity, Equity, and Inclusion
Department: President
Employee Classification: Management
Status: Full-time
Reports To: President
Date Written: November 19, 2021
Revision Date(s):

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Director of Diversity, Equity and Inclusion will provide leadership in accomplishing college wide goals to promote equity, diversity, and inclusion for students and employees. This position is tasked with developing and designing opportunities for students and employees to effectively develop cultural competency. In addition, the successful candidate will work to connect the college to community partners to advance campus goals in improving educational participation and completion.

ESSENTIAL JOB FUNCTIONS

1. Collaboratively design and implement programs and strategic initiatives that support a campus culture that recognizes, understands and effectively confronts the challenges of building a community that constructively engages human diversity.
2. Lead the Equity Action Committee in developing, implementing and evaluating services in support of the college's diversity priorities and goals.
3. Implement, monitor progress, and recommend initiatives in connection with the college Strategic Priorities.
4. Develop and analyze metrics and benchmarking to identify diversity, equity and inclusion needs and gaps in the classroom and campus.
5. Develop and present training related equity, social justice, cross-cultural communication, cultural awareness, conflict resolution and communication skills.
6. Partner with community organizations to provide learning opportunities.
7. Facilitate the establishment of partnerships with educational institutions in the region to foster coordinated efforts to address educational equity.
8. Present workshops for departments on topics that improve the ability of students and employees to work in a diverse environment.
9. Provide assistance with design of curriculum focused on cultural literacy outcomes.

10. Serve as a resource to Human Resources in efforts to improve employee recruitment and retention practices to ensure equitable hiring practices.
11. Collaborate to provide training and awareness programming to improve employee relationships and service to the college's diverse student populations.
12. Serve on committees and act as a liaison to other college departments and community organizations relating to cultural awareness and diversity.
13. Other related duties as assigned by the President.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

SUPERVISES THE FOLLOWING STAFF

None

EXPERIENCE

- Minimum of four years of experience working with diversity or multicultural programs.
- Experience designing or leading equity, diversity and/or multicultural programs of organizations; including work with multiple populations and coalition building to promote goals.
- Experience in event and project design, coordination, implementation, and evaluation.
- Teaching and/or training experience desired.

EDUCATIONAL BACKGROUND

Bachelor's degree in social sciences, humanities, education or other related field required or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

Masters degree in humanities, education, college student services, counseling or other related field preferred.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Must have knowledge of theories related to human and cultural development.
- Requires strong leadership and professional communication skills including public speaking, conflict resolution/mediation, writing, and electronic communication.
- Must have excellent computer skills utilizing a variety of computer software.
- Requires the ability to collaborate effectively with a variety of internal and external stakeholders from diverse cultural, social, economic, and educational backgrounds.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Columbia Gorge Community College is an equal opportunity educator and employer.

OTHER POSITION INFORMATION

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel:

Travel will be required to attend meetings, trainings, and conferences both in-town and out-of-town.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear. The employee is occasionally required to walk; use hands to finger, handle or operate objects, tool, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.