

Job Level	Director of the Key Communities (Key), Community for Excellence (C4E) Scholar Programs, and University Learning Communities Coordinator (ULCC)	Proj/Prog Management Level III
Oversight Received	<ul style="list-style-type: none"> * The Director supports the unit's growth and enrichment that align with the University's Strategic Plan, diversity goals, Principles of Community, and Student Success Initiatives. * The position has input into decision-making regarding strategies and structures that support retention, learning, and graduation of students, particularly underrepresented students. 	<ul style="list-style-type: none"> ▪ Complete autonomy in work approach
Problem Solving	<ul style="list-style-type: none"> * Provide oversight, strategic visioning and management of all aspects of the Key Communities implementation, including strategic planning, growth, and assessment, recruitment and outreach of program participants, orientation programs, alumni connection, faculty engagement and connection, early warning and intervention programs. * Responsible for assessment reporting on outcomes for the Division of Student Affairs for University Learning Community Initiatives, Key Communities, and Community for Excellence Scholar Programs. 	<ul style="list-style-type: none"> ▪ Develops processes and recommendation on analysis, project identification, design, communication, and integration for programs that require advanced technology or complex concepts ▪ Develops processes, and is able to modify for unique conditions ▪ Directs University-wide programs, initiatives, or projects
Interaction/ Communication	<ul style="list-style-type: none"> * Lead the Community for Excellence Leadership Committee to create a seamless implementation of external partnerships (TRIO programs, high schools, and community colleges) and internal operations once student scholars are on campus. * Oversee communication including the website and advisor training * Facilitate intensive collaboration with Admissions, Financial Aid Office, Student Success, Access Center and Student Diversity Programs and Services to develop a smooth transition between access programs and university retention programs, and coordinate across campus to provide uniform, consistent activities and requirements among designated scholarship or award programs. 	<ul style="list-style-type: none"> ▪ Provides advanced professional/technical leadership consultation and University-wide expertise within program area of focus ▪ Single point of contact for a large program or a portfolio of projects or programs ▪ Inspires and mentors other Project Managers
University Impact	<ul style="list-style-type: none"> * The Director of the Key Communities (Key), Community for Excellence (C4E) Scholar Programs, and University Learning Communities Coordinator (ULCC) at Colorado State University (CSU) is responsible for the large scale strategic visioning, supervision, administrative and budget oversight, designing, and evaluation of the Key Communities, Community for Excellence Scholar Programs, and University Learning Community initiatives. 	<ul style="list-style-type: none"> ▪ Impact of programs is long-term duration involving large-scale initiatives ▪ Program participation tends to be required

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Financial/ Budget Responsibility	<p>* Secure, develop, allocate, and oversee the management of the Key Communities budget (\$500,000), including a state-appropriated 13-subfund account and one fund-raising 27-subfund account, Learning Communities budget (\$59,000), and Community for Excellence Scholar Program's budgets (\$288,000). Work in collaboration with the Vice President for Student Affairs Office, the Office of Financial Aid, and CSU Foundations to distribute \$490,000 scholarship funds to students.</p>	<ul style="list-style-type: none"> ▪ Defines and manages program budget ▪ Program budget is medium- to- large and complex
People Management	<p>* Directly supervise including hiring, training, and evaluation five full-time professional staff: the Assistant Director for the Key Communities (who directly supervises five Coordinators who supervise up to 40 student staff); one Assistant Directors for the CASA Community for Excellence Scholar Programs who supervises the Senior Coordinator, one Assistant Director for Community for Excellence Scholar Programs who supervises an Information Manager ; an Assistant Coordinator who supervises up to two student staff, and one Technology and Assessment Coordinator (co-supervise with Assistant Director for Technology and Assessment).</p>	<ul style="list-style-type: none"> ▪ May have people management responsibility for pay reviews, performance management, and resource planning