

Executive Director, Educational Partnerships and Outreach

Bakersfield College Kern Community College District JOB DESCRIPTION

Definition

Under the direction of the Vice President of Student Services or assigned supervisor, the Director of Educational Partnerships is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of local, state and/or federal educational partnerships, pathways and programs including Dual Enrollment (College and Career Access Pathways), and Early College. In addition, the Director of Educational Partnerships will provide leadership to the campus in the areas of: recruitment/outreach, development of relationships with local feeder high schools/community organizations, the successful transition of new students into college, matriculation, evaluation of program effectiveness, and recommending methods for continuous improvement of enrollment management on campus.

Examples of Duties

1. Perform varied and responsible duties in the development, organization and administration of specific college educational pathways, programs, and partnerships, focused on ensuring student success and retention in specific areas such as: dual enrollment, high school and higher education partnerships, discipline-specific pathway programs, and other educational pathways and programs as assigned.
2. Plan, create, and facilitate outreach activities and serve as a liaison with community agencies and K12 partners, that serve, influence, support or align with the specific pathway or program to promote program enrollment and effectiveness.
3. Develop, in collaboration with Deans, faculty, staff and educational partners, ways to monitor, track, and assess students participating within the educational partnership and/or pathway and implement interventions.
4. Maintain all records; reports on participating student success, retention, and outcomes.
5. Develop, in collaboration with faculty, staff, and educational partners, early alerts for student success. Provide leadership in implementing innovative interventions.

Example of Duties (continued)

6. Promote and facilitate the growth, development, marketing, and administration of specific pathway programs, including the development of materials, making presentations, initiating formal agreements with partnership programs, and responding to constituents in a timely manner.
7. Organize, attend or chair a variety of administrative and staff meetings as required; serve on internal and external committees and special projects as assigned; active in developing successful partnerships to support the assigned pathway and program; coordinate programs and services as appropriate with internal District and college personnel, and outside partnership institutions.
8. Serve as an initial point of contact for members of the local community and local school districts desiring information about the district.
9. Provides leadership to the college's outreach/recruitment functions which may include, but not be limited to, recruitment, community outreach, the development of relationships with K-12 districts, and the development of relationships with community organizations from which potential students can be recruited.
10. Provide leadership and support to successfully transition new students into college.
11. Manage and supervise faculty, staff, and students who work in assigned programs.
12. Provide overall planning, evaluation, direction, and guidance to department staff and/or faculty in the day-to-day operations of assigned programs.
13. Assist the Vice President of Student Services in the development of necessary programs and services designed to assure students' access, ease of entry and successful transition into college.
14. Assist the Vice President of Student Services or assigned supervisor in the development and college-school district partnerships.
15. Establish and monitor annual budget for educational partnership grants, the outreach/recruitment office, and student re-enrollment.
16. Maintain effective communication with feeder school districts.
17. Assist in the development of a tracking and evaluation system to evaluate the progress of students from their recruitment through enrollment.
18. Participate in the development and delivery of orientation programs for new and/or returning students.

Example of Duties (continued)

19. Develop and implement strategies to reengage previously enrolled students who have dropped out or stopped out.
20. Maintain an effective working relationship with other college departments that participate in the college enrollment management efforts.
21. Serve as the central clearinghouse for other college departments that participate in the college's recruiting and outreach efforts.
22. Stay abreast of general education/breadth requirements, degrees, certificates and majors offered by the district and articulation agreements; answer inquiries from prospective students regarding these topics.
23. Assist in the development of materials for educational partnerships, and the outreach/recruitment office.
24. Schedule and participate in presentations to feeder schools and community entities and conduct tours and presentations on campus as well as train others to do so.
25. Represent the college/district at off-campus functions and events.
26. Plan yearly campus programs and workshops such as high school reception, principal's breakfast, counselor conferences, and summer programs.
27. Provide leadership and oversight for the Welcome Center and virtual Student Information Desk (SID).
28. Perform other related activities as assigned.

Qualifications

- Master's degree from an accredited educational institution.
- Five years of related experience, including at least three years of leadership experience in student services.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Basic college curricula and requirements.
- Enrollment management methods and strategies.
- District organization, operations, policies and objectives.
- Development, implementation and monitoring of budget; resource development.
- Oral and written communication skills.
- Effective collaboration, communication and consensus-building techniques.
- Principles and practices of management and supervision.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping and budgeting techniques.

Ability to:

- Demonstrate leadership abilities.
- Ability to envision and effectively organize and supervise the day-to-day operation of the assigned area.
- Develop, implement, and assess program goals and outcomes.
- Understand, communicate, and explain college programs and procedures.
- Work independently and with initiative while creating new programs and opportunities.
- Plan and organize work. Prioritize and schedule work; train and provide work directions to others.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records and prepare reports and procedural documentation.
- Communicate effectively both orally and in writing; develop written reports and deliver oral presentations.
- Represent the college in a professional manner.
- Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is a educational administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

NEW 08/2025