

Director, CalSOAP & California College Corps Program
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of the Dean of Enrollment Services and in collaboration with assigned area administrators, the Director of CalSOAP and the California College Corps provide strategic leadership, administrative oversight, and daily operational direction to ensure both programs meet their goals and comply with state agency guidelines. The Director develops, implements, and monitors initiatives that strengthen educational pathways, increase college-going rates, support financial aid completion and college awareness with CalSOAP, and expand civic and workforce engagement opportunities, while coordinating the placement and supervision of College Corps Fellows in paid community service roles. The position works closely with faculty, staff, host organizations, and consortium partners to execute grant-funded activities, facilitate participation in local, regional, and state events, and to ensure Fellows are connected to essential academic, financial, and professional resources that promote their success, persistence, and completion. This position also integrates these programs into the college's core institutional enrollment and student success strategies.

Cal-SOAP (California Student Opportunity and Access Program) and College Corps are state-supported initiatives designed to expand educational access and student success. Cal-SOAP focuses on increasing college readiness, financial aid awareness, and enrollment among underserved students through programs, workshops, and outreach in K-12 settings. College Corps, on the other hand, provides college students (Fellows) with paid service opportunities that address community needs—such as K–12 education, climate action, and food insecurity—while helping participants graduate with less debt. Together, these programs promote equitable access to higher education and foster community engagement.

Examples of Duties

Leadership, Strategy, and Program Oversight

1. Provide strategic leadership and administrative oversight for CalSOAP, College Corps Programs, and related college access and student success initiatives.
2. Develop, implement, and evaluate enrollment pathway strategies that expand access for underserved schools and student populations..
3. Align program outcomes with institutional metrics, including enrollment, persistence, transfer, and completion.
4. Lead strategic planning, program evaluation, and data-driven decision-making to ensure continuous improvement.

Operational Management

5. Direct the day-to-day operations of the CalSOAP and College Corps Programs, including

recruitment, Fellow placement, payroll processes, and compliance with program procedures.

6. Oversee the collection, analysis, and reporting of program and Fellowship data required by funding agencies. Ensure accurate and effective utilization of the California Student Aid Commission and College Corps data systems.
7. Lead data collection and assessment of Fellow experience, host organization engagement, and community impact. Coordinate marketing, communications, and program reporting in collaboration with program staff, division leadership, and public relations.

Partnerships and Pipeline Development

10. Cultivate and manage partnerships with K–12 districts, college outreach efforts, community organizations, workforce agencies, host organizations, and higher education partners to strengthen educational pipelines and support effective Fellow placements.
11. Facilitate participation of Fellows, host organizations, and partners in required local, regional, and state events, conferences, and cohort-building activities.

Student Support and Pathway Integration

12. Develop and evaluate comprehensive recruitment strategies for students and host organizations including strategic placement of College Success Coaches.
13. Ensure Fellows are connected to academic, financial, and student support services (e.g., counseling, advising, transfer services) to promote persistence and completion. Collaborate with the Student Services and Instructional Operations, and other departments to integrate program pathways initiatives into core program operations.

Budget, Grants, and Fiscal Stewardship

15. Oversee budget development, fiscal management, and compliance for all program funds, including grants and institutional resources, in accordance with applicable regulations. Ensure accurate, timely, and compliant fiscal reporting for all funding sources.

Supervision and Staff Development

17. Supervise, evaluate, and provide professional development for program staff, including classified and management professionals, student workers, and staff assigned to external sites, e.g. High School College Success Coaches
18. Establish goals and performance objectives aligned with strategic plans and program review processes.

Reporting and Communication

20. Prepare and deliver reports, presentations, and required documentation for executive leadership, district administration, grant funders, and external stakeholders.
21. Other duties as assigned.

Minimum Qualifications

- Master's degree from an accredited institution in education, public administration, higher education leadership, counseling, or related field.
- Two (2) years of progressively responsible leadership experience in college access, enrollment services, student success programming, or related areas.
- Demonstrated experience developing, managing, and sustaining partnerships with educational institutions, community-based organizations, and/or public agencies. Demonstrated experience with budget development, fiscal oversight, program administration, and program evaluation.
- Demonstrated experience with public relations, student outreach and services, community collaboration, and administration of grant funded programs.
- 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:**
 - Enrollment services operations and student success frameworks in higher education
 - College access, persistence, retention, and academic support strategies
 - Data-informed planning, assessment, analysis, and reporting methods
 - Equity-minded, student-centered practices that support diverse student populations
 - Principles and practices of supervision, leadership, and program management
 - Federal and state regulations governing student support programs
 - Budget development, accounting principles, and fiscal management practices
 - Due process principles related to resolving student and employee concerns
- **Ability to:**
 - Communicate effectively, both orally and in writing, with diverse audiences
 - Build, maintain, and strengthen collaborative internal and external partnerships
 - Utilize technology and data systems for tracking, analysis, and reporting
 - Develop and implement innovative approaches to educational support services
 - Supervise, lead, and evaluate coordinators, managers, classified (including unionized) staff, and student employees
 - Demonstrate cultural competence, empathy, and responsiveness to diverse student populations
 - Lead teams through collaboration, consensus-building, conflict resolution, and complex problem-solving

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential and physical requirements.

Working Conditions (continued)

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 Often – 51 – 75 percent = 3

Occasional – 25-50 percent = 2 Very Frequent – 76 percent and above = 4

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 the purposes of reading printed matter.
4	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 classified administrator position.

Signatures/Approvals

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)