Position Description
Under limited supervision from the Dean of Student Affairs, Student Success, this position will develop comprehensive programs and services focused on increasing student preparation for college success. This position will work closely with faculty, staff, and administrators both on campus and at the service area universities, businesses, community based organizations, migrant student serving organizations, one stop career centers, industry partners, adult schools, and other feeder institutions to develop programs designed to increase content preparation in English, math, and English as a Second Language (ESL) and college readiness of incoming students.

REPRESENTATIVE DUTIES
• Coordinates the organization of new and innovative programs and services focused on improving the preparation of students for postsecondary success in the classroom;
• Coordinates with various educational institutions, community-based organizations, one-stop career centers, adult schools, migrant-serving organizations, and others to create a more seamless pathway for students to enroll at Hartnell College;
• Collaborates with local service area high schools and other feeder institutions to create venues to prepare students in the “Steps to Success” enrollment process culminating in a District-wide student enrollment event;
• Works closely with the Division of Student Affairs to ensure communication about, partnership in, and coordination of services being offered for enrolling students;
• Works closely with high school counselors, adult school personnel, community-based organization staff, and one-stop school and employment specialists, to train prospective students on how to navigate the Hartnell College orientation processes, including the online orientation;
• Develops, analyzes, and assesses Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs), to ensure the measurement and improvement of program effectiveness, and implements program modifications as necessary;
• Works closely with deans and directors to create a service calendar for the implementation of core student services programs and activities, including application workshops, financial aid workshops, implementation of the interactive online student orientation, and expected student processes for participating in a District-wide student enrollment event;
• Collaborates with the Early Alert team on campus to ensure students are progressing towards educational goal completion;
• Works closely with English, math, and counseling faculty at high schools to develop a process for directing ESL students to the most appropriate college assessment tool;
• Collaborates with the Transfer Center counselor/coordinator to establish partnerships and programs with universities in order to provide programs and services to students with a transfer educational goal;
• Establishes a consistent schedule for visitation and college preparation procedures for prospective students with area service high schools, universities, alternative schools, community-based organizations, and migrant student serving organizations representatives;
• Coordinates regular meetings of high school and college personnel, including English, math, and counseling faculty and administrators, to review and assess service delivery and curricula;
• Works with information technology and institutional effectiveness staff to develop and implement a data tracking system to collect and analyze student success indicators;
- Develops and coordinates an advisory committee of high school, university, business, community-based organization, migrant student serving organizations, and industry partners to focus on college success and preparation issues;
- Develops promotional and information materials, including website content, as a resource for students and the community to gather information on Hartnell College programs and services;
- Attends committee meetings as assigned;
- Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES**
- Event planning, workshop organization, and meeting facilitation practices
- K-12, college, and university systems and requirements
- Public relations principles and practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Office practices, procedures, and equipment, including computers
- Outreach and recruitment techniques
- Record-keeping techniques
- Public speaking techniques
- Perform a variety of specialized professional-level public relations activities related to the development, implementation, and promotion of District programs and services related to school-to-college pathways;
- Contact students, employers, educational institutions, community groups, one-stop career center staff, and others in person, in writing and by telephone to develop partnerships focused on enhancing postsecondary preparation and success;
- Become knowledgeable on SB 1456: Student Success Act Program requirements;
- Utilize interpersonal skills using tact, patience, and courtesy;
- Learn to create effective recruitment and promotional materials, including website content, using Drupal;
- Establish and maintain cooperative and effective working relationships with others;
- Work independently with little direction;
- Plan and organize work involving multiple stakeholders;
- Prepare comprehensive reports and records;
- Perform simple data analysis;
- Maintain confidential information;
- Maintain accurate records.

**EDUCATION AND EXPERIENCE**
- Any combination equivalent to a bachelor's degree with emphasis in education, public relations, or a closely related field, AND five years of experience in program coordination or administration.
- Experience in an educational setting, including university transfer preparation or curriculum design and development, desirable.
- Bilingual (English/Spanish), desirable.
- Valid California driver's license.

**CONDITIONS OF EMPLOYMENT**
Regular, full-time, 12 month per year classified position. Salary range 36 on CSEA salary schedule: $4,637-$5,633 monthly (5 steps). **Hours:** Monday-Friday 8:00am-5:00pm. District provides health benefits, which currently consist of full medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents. District-assisted life, accident and income protection insurance is provided for the employee only. Must become a member of the California School Employees Association and the Public Employees Retirement System (PERS).
**APPLICATION PROCEDURE**
The following items must be received by the final filing date in order to be considered in the initial screening:

1) A completed Hartnell College classified application.
2) A resume and cover letter.
3) Copies of college/university transcripts.

Application materials may be downloaded from the Hartnell website. All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

**SUBMIT APPLICATION MATERIALS TO:**

Hartnell Community College District  
Human Resources and Equal Employment Opportunity  
411 Central Avenue  
Salinas, California 93901  
(831) 755-6706  
Fax: (831) 755-6937  
Email: work@hartnell.edu

Applications available on our website at:  
http://www.hartnell.edu/employment-hartnell  
Equal Opportunity Employer