THE COLLEGE
Hartnell College is one of the oldest institutions of higher education in California, with a long tradition of serving the educational and work-force needs of the Salinas Valley. Founded in 1920, it now comprises two campuses in Salinas, the county seat of Monterey County, and an education center in King City in the south county region. Hartnell’s academic programs prepare students for transfer to four-year colleges and universities, entry-level employment, and career change and advancement. The college has been particularly successful in forming partnerships with educational and research institutions in the sciences and math that have enhanced program development and provided unparalleled student internship opportunities. Its strong ties to the business community have helped to launch the Center for Advanced Technology on the Alisal Campus, with innovative programs in sustainable agriculture, green construction and design, and computer science. The college’s nursing and allied health programs, theater arts company, and athletic programs are points of pride to the entire community.

THE POSITION
Under supervision from the Dean of Student Affairs, Student Success, this position provides leadership for coordinating activities in conjunction with college faculty and staff in developing and implementing programs and services focused on increasing student performance in the classroom. This position will collaborate closely with faculty and staff working in the Student Academic Success Center (SASC). Develops, implements, and evaluates a program of academic and support services to assist students in becoming effective learners. Coordinates academic and support program activities with other campus disciplines/service areas to provide synchronized and quality services to students focused on increasing classroom success. This position will provide leadership in the coordination of academic follow-up services district wide.

Submit application materials via email, fax, or in person to:

HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY
411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901
(831) 755-6706 Fax: (831) 755-6937
Email: work@hartnell.edu

http://www.hartnell.edu/employment-hartnell

Application available on our website!

Full-time/Non-Tenure-track

ACADEMIC FOLLOW UP SERVICES SPECIALIST

Priority screening deadline: June 30, 2015 by 4 pm
Open until filled
REPRESENTATIVE DUTIES

- Plans, organizes, implements, and directs all activities and programs for influencing student classroom success including the Early Support Program;
- Provides leadership in conjunction with college full-time and part-time faculty/staff at multiple sites in the delivery of academic and support programs/services for students; working with the Dean of Student Affairs, Student Success coordinates work hours for staff to maximize delivery of services to students;
- Works in collaboration with faculty and other administrators to meet students’ tutorial needs;
- Coordinates student learning activities with the Tutoring Services Coordinator and other disciplines and service areas;
- Collaborates closely with faculty in developing intervention strategies for the retention of under-prepared, at-risk, and online students;
- Assist faculty in identifying individual student learning needs, develop academic interventions, and refer students to other campus agencies;
- Assist faculty in developing course-support materials;
- Assesses, monitors and evaluates the needs of the students who utilize or participate in academic and support programs and services; develops appropriate initiatives to meet students’ needs;
- 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;
- Provides leadership to the Early Alert team on campus to ensure students are progressing towards educational goal completion;
- Works closely with English, math, and counseling faculty to develop a process for assisting basic skills students to select and use the most appropriate college tools for student success;
- Participates in regular meetings of college personnel, including English, math, and counseling faculty and administrators, to review and assess service delivery models, curricula, and progress towards equity and diversity goals;
- Works with information technology and institutional effectiveness staff to develop and implement a data tracking system to collect and analyze student success indicators;
- Attends committee meetings as assigned;
- Post and maintain office hours and counseling schedule;
- Participate in student recruitment and articulation programs; plan, organize, coordinate and implement a broad range of transfer activities;
- Provide oversight of budgets and staffing of the center;
- Prepare regular transfer and gainful employment reports as requested;
- Work with faculty and other staff to develop and implement career and transfer services; provide in-service training to faculty and staff on transfer and career requirements and programs;
- Serve as liaison with academic divisions, departments, or special areas;
- Participate in campus efforts to identify and remove barriers to retention and transfer;
- Develop and implement program planning and assessment for transfer and career activities;
- Participate in faculty recruitment and peer evaluation;
- Colleagially participate in department, college, and discipline-specific activities;
- Participate in assignments and activities that support accreditation, institutional planning, and institutional effectiveness;
- Participate in college governance, including serving on various committees;
- Participate in local, state, regional, and national professional activities and organizations;
- Attend faculty meetings, college assemblies, professional development and orientation activities, and other meetings as called by the dean, vice president, superintendent/president, or designee;
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the needs of adult and under-prepared students;
- Knowledge of and ability to use computers and various application and instructional software programs, as well as other technologies applicable for use in college classes;
- Supervisory and leadership skills;
- Communication skills;
- Event planning, workshop organization, and meeting facilitation practices;
- Effective integration of technology to enhance student/academic services and data collection;
- 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;
- Ability to speak English and Spanish
- Expertise or coursework in developmental education or a related area;
- Demonstrated ability to actively attract and engage students in their own learning;
- Experience in a learning lab, learning resource center, or tutorial services center within the last five years;
- Experience supervising and training tutors or educational aides;
- Demonstrated commitment to participating in professional activities, continued education, and improvement of skills;
- Excellent oral and written communication and team building skills;
- Demonstrated ability to work collegially with faculty to foster student success;
- Demonstrated skill in using innovative teaching methods, instructional design, and assessment strategies;
- Ability to adapt instructional techniques to accommodate varied learning styles and abilities;
- Experience in developing and assessing the student learning outcomes for a learning center environment;
- Ability to establish and maintain cooperative and effective working relationships with others;
- Ability to work independently with little direction;
- Ability to plan and organize work involving multiple stakeholders;
- Ability to maintain confidential information and accurate records;
- Knowledge of and commitment to the California Community College mission;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.

EDUCATION AND EXPERIENCE

- Master’s in education, educational psychology, instructional psychology, counseling, or other master’s degree with emphasis in adult learning theory OR
- Valid California community College credential OR
- The equivalent. (Applicants applying for equivalency consideration must submit an equivalency form for equivalency committee review)

APPLICATION PROCEDURE

1) A district application for academic service;
2) A letter of application, not to exceed two pages, detailing qualifications, skills, and abilities as they relate to this position;
3) A current resume of all work experience, formal education and training;
4) All college or university transcripts from accredited institutions verifying educational requirement (copies acceptable).

Note: Any degree from a country other than the United States must be translated and/or evaluated by a NACES equivalency committee review.

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation. Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.

CONDITIONS OF EMPLOYMENT

- Full-time, non-tenure-track, grant-funded, faculty position beginning August 14, 2015.
- Starting faculty salary range: $53,906 to $76,575 annually based on 175 days per academic year. Within this salary range, the successful candidate’s starting salary will be based on verified education and teaching experience.
- District-paid medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
- Employee assistance program, basic life insurance for employee only.
- STRS (state teacher retirement system).
- 403b/457 options
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- Office practices, procedures, and equipment, including computers;
- Outreach and recruitment techniques;
- Record-keeping techniques;
- Public speaking techniques;
- Ability to speak English and Spanish
- Expertise or coursework in developmental education or a related area;
- Demonstrated ability to actively attract and engage students in their own learning;
- Experience in a learning lab, learning resource center, or tutorial services center within the last five years;
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- Ability to work independently with little direction;
- Ability to plan and organize work involving multiple stakeholders;
- Ability to maintain confidential information and accurate records;
- Knowledge of and commitment to the California Community College mission;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at-large.

EQUIPMENT OPPORTUNITIES

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or veteran status. The college actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.