



SPECIAL ASSIGNMENT POSITION DESCRIPTION

California Community College Internship Program (CCCIP)- College Coordinator

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED:

The District has need for a CCCIP College Coordinator to serve as liaison between The University of Santa Cruz Teaching and Learning Center (UCSC T&LC), Hartnell faculty mentors, and CCCIP interns to meet the goals of the California Community College Internship Program. CCCIP is a program of The University of California that provides UCSC PhD and Master's students the opportunity to gain valuable professional experience in a community college setting.

Reports to Vice President of Academic Affairs, or a designated area administrator

SAMPLE DUTIES AND RESPONSIBILITIES:

- Ensure smooth and timely communication with UCSC T&LC, CCCIP administrators, and Hartnell faculty
- Recruit up to ten Hartnell faculty as CCCIP mentors and ensure their compliance with CCCIP mentor expectations
- Assist UCSC T&LC staff in selecting CCCIP interns
- Match each Hartnell mentor with interns who are in similar disciplines, or who have expressed similar interests, with priority for disciplines for which the intern meets minimum qualifications currently, or will upon graduation.
- Monitor progress of orientation and activities for UCSC graduate students selected as interns
- Work with Hartnell administration and faculty to support professional growth of mentors and interns

DELIVERABLES EXPECTED:

- Compile and maintain current roster of faculty mentors, alternates, and CCCIP interns
- Planning and operational meetings to coordinate with UCSC T&LC
- Activities for mentors and interns to meet the outcomes of the CCCIP agreement
- Draft reports to meet CCCIP requirements and terms of the CCCIP agreement
- Campus-wide recognition of Hartnell mentors and CCCIP interns

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- Mentorship experience
- Commitment to best practices in higher education pedagogy
- Demonstrated commitment to equity and inclusion in the higher education environment

TERMS OF APPOINTMENT:

- The term of assignment will be for two academic years, beginning AY 2023-2024 through the end of the CCCIP agreement.
- Compensation will be a stipend: \$2,000 per year, paid in installments of \$1,000 at the end of each semester.
- Time and effort reports are required to be submitted once per semester to supervisor and discussed.
- This position is open to full-time faculty.

APPLICATION PROCESS:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (maximum 1 page).
2. Submit to HR **by email only to hr@hartnell.edu**.
3. Deadline for submission is Tuesday, September 26, 2023, at 5:00 p.m.
4. Selection of successful candidate(s) will be determined by a committee comprised of appropriate administrators and the Academic Senate president or designee.