



HARTNELL COLLEGE

## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **College Redesign Guided Pathways Counseling Faculty Coordinator (One Position)**

#### **DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:**

The College Redesign Guided Pathways Counseling Faculty Coordinator will directly assist and work with the Dean of Institutional Planning, Research, and Effectiveness (IPRE) and the College Redesign Guided Pathways Instructional Faculty Coordinator in co-leading and making concerted progress on the design and implementation of College Redesign Guided Pathways at Hartnell College. The counseling faculty coordinator will assist the instructional faculty coordinator and share workload in the effective coordination of teams, activities, events, workshops, information and communication, timelines, deadlines, and due dates in order to ensure that the complexities of College Redesign are successfully managed within a dynamically evolving environment.

#### **Reports to: The Dean of Institutional Planning, Research, and Effectiveness**

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

1. Coordinate better collaboration and engagement among counseling faculty, instructional faculty, and all College stakeholders.
2. Keep abreast of the developments in the field—especially best and innovative practices concerning counselors and the counseling function. Report this information at Assembly meetings and the counselor meetings.
3. Work with the Foundation to identify external stakeholders, and obtain feedback from the Inquiry & Design Teams.
4. Assist in recruiting faculty, staff, and students as team members as needed.
5. Coordinate College Redesign Canvas shells.
6. Assist Instructional Faculty Coordinator by taking on specified project-level responsibilities.
7. Work with the Instructional Faculty Coordinator in leading and attending Steering, Assembly, and team meetings as needed.
8. Assist in specified workload of attending workshops and conferences, planning and providing presentations to the College, planning and facilitating professional development training for team members, assisting with the strategic and operational plans, integrated planning in Nuventive software, and reports including the annual State work plan.
9. Collaborate with IPRE Dean, the Instructional Faculty Coordinator, steering committee, external partner organizations, and the regional coordinator for Guided Pathways to plan and guide the process and trouble-shoot issues that arise.
10. Support College Redesign Teams through the design, approval, and implementation processes.
11. Work with the IPRE Dean and instructional Faculty Coordinator in producing, vetting, finalizing, submitting, and evaluating work plans and other reports.

**DELIVERABLES EXPECTED:**

1. Dissemination of timelines and calendars displaying important events, workshops, activities, deadlines, and due dates.
2. Workshop, activity, and training materials.
3. Status reports and presentations to various groups including, but not limited to, the Academic Senate, College Planning Council, Executive Cabinet, and Governing Board on activity outcomes and progress made.
4. Integration of applicable information in software, analysis of information, and reporting output.
5. Drafted and final versions of work plans, including submissions to the Chancellor's Office.
6. Plan, prepare, and begin implementation process for approved designs.
7. Specific deliverables based upon agreement between the IPRE Dean and both coordinators.

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**

1. Experience in planning and coordinating college-related activities.
2. Advanced organizational skills and a demonstrated ability to plan and follow through on projects.
3. Strong written and oral communication skills.
4. Familiarity with and confidence in utilizing Canvas and software applications.
5. Comprehension of the Guided Pathways framework, and how it may impact student outcomes and/or prior experience in College Redesign at the College.

**TERMS OF APPOINTMENT:**

1. This is a temporary assignment commencing upon the completion of the hiring process 2019-2020 and will end at the end of Spring 2020.
2. This may be a 40% reassignment for a full-time faculty member (14 hours per week), or an assignment of 14 hours per week for a part-time faculty member scheduled between the hours of 8:00 a.m. and 5:00 p.m. Compensation for part-time faculty member will be paid at the individual's hourly rate; timesheets are required to be submitted on a monthly basis.
3. Monthly time and effort reports are required to be submitted to and discussed with supervisor.

**APPLICATION PROCEDURE:**

1. Submit a letter of intent that specifies your interest in and addresses your qualifications for the assignment (maximum 1 page). Include your updated CV.
2. Submit to HR by email to [work@hartnell.edu](mailto:work@hartnell.edu) only. Please do not bring hard copy to HR or email Alma Arriaga.
3. This position is open until filled.