



HARTNELLCOLLEGE

## **SPECIAL REASSIGNMENT POSITION DESCRIPTION**

### **College Redesign Coordinator or Co-Coordinators**

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

The College Redesign Coordinator (100% course load reassignment) OR two Co-Coordinators (50% course load reassignment each) will directly assist and work with the Dean of Institutional Planning, Research, and Effectiveness (IPRE) in co-leading and making concerted progress on the development and implementation of college redesign/guided pathways at Hartnell College. Effective coordination of projects, teams, activities, events, information and communication, timelines, deadlines, and due dates will be essential ingredients to ensuring 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. Working with the IPRE Dean, establish, coordinate and, as required, implement work plans for all college redesigns in process during AY 2022-23, ensuring that they are completed on timely basis and that all deadlines and due dates are met.
2. Working with the IPRE Dean, schedule, prepare agenda for, and conduct meetings to discuss work plans and obtain input.
3. Enhance the knowledge of employees across all levels, divisions, and constituent groups about college redesign/guided pathways with emphasis on the importance of increasing student completion and reducing time to completion.
4. Keep abreast of developments in the field, including best and promising practices at other community colleges both nationally and state-wide, and actively disseminate this knowledge to faculty and staff.

#### **DELIVERABLES EXPECTED:**

1. Dissemination of timelines and calendars displaying work plans and important events, activities, deadlines, and due dates.
2. All materials supporting work plans, events, and activities.
3. Status reports and presentations to various groups on work plans, activities, and outcomes.
4. Drafted and final versions of established and executed work plans, including submissions to both internal and external entities.

#### **DESIRED QUALIFICATIONS AND KNOWLEDGE:**

1. Experience in planning and coordinating institution-wide activities.
2. Advanced organizational skills and a demonstrated ability to plan and follow through on projects.
3. Strong written and oral communication skills.
4. Knowledge of college redesign at Hartnell and comprehension of the guided pathways framework, including how they are intended to impact student outcomes.

#### **TERMS OF APPOINTMENT:**

1. This is a temporary, 50% teaching load re-assignment for two full-time faculty members as co-coordinators, or a temporary, 100% teaching load re-assignment as coordinator, for a period of up to one academic year (see Application Procedure #1 below). Continuation of the appointment into the spring 2023 semester will be contingent on satisfactory performance in the fall 2022 semester.
2. 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 with only relevant experience. At the beginning of your letter, please state your preference regarding the teaching load re-assignment (coordinator, 100%/full course load reassignment; co-coordinator, 50%/partial course load reassignment); and whether either re-assignment would be acceptable to you. The level of course load re-assignment made available (50% or 100%), and therefore the number of faculty hired (2 or 1), will be determined by the qualifications of and interests stated by the faculty who apply. Either one coordinator OR two co-coordinators will be hired.
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. Deadline for submission is Friday, April 8, 2022, at 5 p.m.