



HARTNELLCOLLEGE

SPECIAL ASSIGNMENT POSITION DESCRIPTION

College Redesign Coordinators (3 positions)

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

Three College Redesign Coordinators will directly assist and work with the Dean of Institutional Planning, Research, and Effectiveness (IPRE) in co-leading and making concerted progress on the implementation of college redesign (CRD) projects and the efforts of Guided Pathways (GP) work groups at Hartnell College. Effective coordination, facilitation, and communication skills will be essential to ensuring successful management of ongoing work via meetings, information, workflow, timelines, and due dates.

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

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Working with the IPRE Dean, assist in coordinating and implementing relevant projects and plans during AY 2023-24, ensuring that activities are completed on time and deadlines for work product are met.
2. Working with the IPRE Dean, prepare agenda, facilitate meetings, and otherwise coordinate with project leads to ensure concerted progress is made on CRD project plans and GP Work Plan sections.

DELIVERABLES EXPECTED:

1. Dissemination of timelines, agendas, work plans, workflow, activities, deadlines, and due dates.
2. All materials supporting agendas, work plans, events, activities.
3. Status reports and presentations to various groups on work plans, activities, and outcomes.
4. Communication of GP funding applications to and follow-up on planned project expenditures with appropriate project leads.

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, including the ability to facilitate meetings.
4. Knowledge of CRD at Hartnell and comprehension of the GP framework, including how they are intended to impact student outcomes.

TERMS OF APPOINTMENT:

1. This is a special project assignment for three faculty members for a period of up to one academic year each. Weekly hours will average 6-7 hours. Continuation of the appointment into the spring 2024 semester will be contingent on satisfactory performance in the fall 2023 semester.
2. This assignment is open to adjunct faculty.
3. Compensation will be \$7,000 per semester. Payments will be made monthly in accordance with established payroll dates. This assignment is not available for re-assigned time.
4. Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION AND SELECTION 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.
2. Submit to HR via email to work@hartnell.edu.
3. Deadline for submission is Wednesday, May 17, 2023, at 5 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.