



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Governance Redesign Coordinator

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The role of the Governance Redesign Coordinator is to facilitate development, final approval, and implementation of the College's redesigned participatory governance system in the service of the institution's strategic direction with respect to student access, equity, and success goals, including streamlining the governance system to provide clarity with respect to decision flow and committee interrelationships and responsibilities.

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

SAMPLE DUTIES AND RESPONSIBILITIES:

- ◇ Construct, vet, and implement timeline for the development, approval, and execution of all features and detailed specifications of the participatory governance system.
- ◇ Lead and schedule meetings for inclusive work group that will collaborate to create a practicable working model for participatory governance based on the conceptual model approved in spring 2021.
- ◇ Present and shepherd redesigned governance system model through the current governance system for approval.
- ◇ Update the current Governance and Decision-Making Model based on the conceptual model for participatory governance approved in spring 2021.
- ◇ Develop implementation plan for redesigned governance system to ensure successful execution beginning fall 2022, inclusive of but not limited to the facilitation of training in spring 2022.
- ◇ Meet regularly with reporting supervisor and collaborate with Governance Redesign Developer(s).

DELIVERABLES EXPECTED:

- ◇ Oversight of action items from work group meetings.
- ◇ Executed timeline for approval and implementation of redesigned participatory governance system.
- ◇ Updated Governance and Decision-Making Model.
- ◇ Redesigned governance system.
- ◇ Executed plan for training on the redesigned governance system.
- ◇ Monthly reports to supervising dean, including time and effort reports.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- ◇ Knowledge of and experience in participatory governance that demonstrates a strong ability to collaborate across the institution.
- ◇ Participation in college redesign or similar large-scale, impactful efforts.
- ◇ Focused commitment to student equity and success.

TERMS OF APPOINTMENT:

- ◇ The term of assignment begins September 20, 2021 and concludes the final day of Fall semester. Assignment may continue through Spring 2022 semester provided that significant progress has been made in completing deliverables on timely basis during Fall 2021.
- ◇ Compensation will be a stipend of \$11,000 per semester.
- ◇ Time commitment is on average 11-12 hours per week for 13 weeks in Fall 2021, and 9-10 hours per week for 16 weeks in Spring 2022.
- ◇ Monthly time and effort reports are required to be submitted to and discussed with supervisor.
- ◇ All work product or work in process is district property, and can be utilized or applied as the district desires within or at any time subsequent to the terms of appointment.

APPLICATION PROCEDURE:

- ◇ Submit a letter of intent that specifies your interest in this role and highlights your qualifications for the assignment (maximum 1 page). Attach a concise resume of relevant experience (no more than 2 pages).
- ◇ Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
- ◇ Deadline for submission is close of business, Friday, September 10, 2021.