



HARTNELL COLLEGE

## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Governance Redesign Developer (2 positions available)**

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

Working directly with the Governance Redesign Coordinator and under reporting supervisor, the role of the Governance Redesign Developer is to research, design, and document features and detailed specifications for the College's redesigned participatory governance model.

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

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

- ◇ Conduct inquiry to identify how best to implement the redesigned model, such as but not limited to: auditing agenda items at recent council meetings; seeking feedback from current council members and stakeholder groups; and asking what worked/did not work in implementing new models at other community colleges.
- ◇ Recommend specifications for the redesigned model, such as but not limited to: expectations for governance participation and rules for quorum; charges for and membership of councils; participant and supporting roles within councils; decision flow across component structures; achievement of virtual and/or hybrid participation in governance meetings; master calendar of meetings; and glossary of terms.
- ◇ Participate in meetings of governance redesign task force.
- ◇ Meet regularly and collaborate with reporting supervisor and Governance Redesign Coordinator.

#### **DELIVERABLES EXPECTED:**

- ◇ List(s) of challenges in implementing the redesigned model.
- ◇ Report on viability of Staff Senate, including an implementation plan for Staff Senate if deemed viable.
- ◇ Alternative forums to participatory governance meetings for presenting non-action oriented issues.
- ◇ Recommended detailed specifications for the redesigned model.
- ◇ Monthly reports to supervising dean, including time and effort reports.

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

- ◇ Knowledge of and/or experience in participatory governance.
- ◇ Ability to design detailed specifications with input from various stakeholders.
- ◇ Recent history of collaborating effectively with others.
- ◇ 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.
- ◇ Compensation will be a stipend of \$7,000.
- ◇ Time commitment is on average 7-8 hours per week for 13 weeks.
- ◇ 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](mailto: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.