



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Governance Redesign Planner & Trainer (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 Planner and Trainer is to plan, organize, prepare materials for, and facilitate presentations and training for the College's redesigned participatory governance model.

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

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

- ◇ Work collaboratively to plan, create materials for, facilitate, and/or record presentations for College employees and student groups to inform and prepare the College for the implementation of the redesigned participatory governance model.
- ◇ Work collaboratively to ensure constituent groups make council appointments in a timely manner; research as necessary and plan, prepare material for trainings of these appointees at the 2022 Spring retreat and other appropriate venues throughout Spring 2022 semester; and facilitate multiple trainings as needed.
- ◇ Participate in meetings of governance redesign task force.
- ◇ Meet regularly and collaborate with reporting supervisor and Governance Redesign Coordinator.

#### **DELIVERABLES EXPECTED:**

- ◇ College redesign content for College web site.
- ◇ Appointees and tri-leads established and trained for all College councils.
- ◇ Consensus training and materials.
- ◇ Presentation materials informing the College about and preparing for the implementation of governance redesign.
- ◇ Successful completion of Participatory Governance Retreat and institution-wide forums as applicable, including webinar recordings for future usage.
- ◇ 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 January 24, 2022 and concludes the final day of Spring semester.
- ◇ Compensation will be a stipend of \$7,650.
- ◇ Time commitment is on average 7 hours per week for 15 weeks (the spring semester excluding spring break as applicable).
- ◇ 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, Wednesday, Dec. 1, 2021.