



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **College Redesign Implementation Coordinator/Counseling Faculty (Two counseling positions: one for Health Sciences Meta-Major, and one for STEM Meta-Major)**

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

The College Redesign Implementation Coordinator's (co-lead) role is twofold: to lead and collaboratively coordinate College Redesign reforms within their meta-major, and to represent their meta-major in relevant conversations at Hartnell and with external partners to ensure a smooth implementation of College Redesign. A non-exhaustive list of persons/programs/offices this person will work with in this effort includes: a meta-major specific counseling or instructional faculty implementation coordinator (co-lead); faculty, staff, and students within the meta-major; counselors; student academic support programs; web design; and institutional research.

**Counseling Coordinator reports to: Vice President of Student Affairs**

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

- ◇ Participate as a member of the meta-major specific Implementation Team.
- ◇ Represent your meta-major in conversations, work groups, etc., during the implementation of College Redesign.
- ◇ Meet regularly with and co-lead your meta-major team you assemble to ensure that you receive timely, collaborative input, and that you communicate important information to the team.
- ◇ Liaise with all other College Redesign efforts and assist in reporting tasks and other College-wide efforts.
- ◇ Coordinate with student academic support programs to ensure effective support services are designed for your meta-major for entering, continuing, and completing students, and that the Inquiry & Design teams approved designs are being implemented as planned.
- ◇ Collaborate with faculty co-lead within meta-major and with other implementation team co-leads (at periodic College Redesign meetings and events as needed) to ensure the approved College Redesigns are implemented in coordination across all meta-majors.

#### **DELIVERABLES EXPECTED:**

- ◇ Monthly reports to appropriate Vice President, including time and effort reports.
- ◇ Full-time student 2-year program maps including general education options for certificates and degrees within the meta-major (composed collaboratively with faculty co-lead, instructional faculty within the meta-major, and counselor input).
- ◇ Establish career related linkages within the meta-major.
- ◇ Relevant materials and information provided for College and meta-major specific web pages as requested.
- ◇ Implementation of Continuing Student Experience and Completing Students Exit System Design approved by College Planning Council and Academic Senate Spring 2020

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**

- ◇ Knowledge of and/or participation in College Redesign Guided Pathways efforts to date.
- ◇ Experience and/or interest in collaborating across programs on a multi-part project to leverage efforts for student success.

**TERMS OF APPOINTMENT:**

- ◇ The anticipated term of assignment begins August 2020 and concludes the final day of Fall semester. Continuation in the assignment is anticipated in Spring 2021 with additional compensation and will be dependent upon showing of satisfactory performance and progress.
- ◇ Counseling faculty will receive 20% reassign time or compensation in form of a \$7,280 stipend per semester. The time commitment is expected to be at least 7 hours per week for 16 weeks.
- ◇ 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).
2. Within the letter of intent, counseling faculty will rank the meta-majors in order of preference of assignment, if any.
3. 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.
4. Deadline for submission is April 15, 2020 at 3:00 p.m.