



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Community College Pathway to Law School Initiative – Faculty Champion

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED:

The faculty champion will be responsible for representing Hartnell College in the Community Colleges Pathway to Law (PTL) School Initiative. Organize and lead Pathway to Law student activities and organize Law Day. Duties also include working with the Chancellor's Office to ensure requirements of the Pathway to Law program are being met.

Reports to Dean of Academic Affairs, Social & Behavioral Sciences

SAMPLE DUTIES AND RESPONSIBILITIES:

- Organizing Pathway to Law Student Activities that may include
 - Guest speakers
 - Law Day Webinars
 - Law Day
 - Field Trips
- Recruiting and tracking PTL students
- Monitoring completion and transfer metrics and addressing areas for growth
- Working with the Chancellor's Office to ensure compliance

DELIVERABLES EXPECTED:

- Compile and maintain current list of active PTL students
- Regular and timely communications with Cal Law, including updating lists of active PTL students
- Student Field Trips to encourage future study
- Guest Speakers to support student career development

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- Pathway to Law instruction experience
- Student mentorship and advising experience
- Canvas and online teaching (or web enhancing) experience
- Demonstrated commitment to equity and inclusion in the higher education environment

TERMS OF APPOINTMENT:

- The term of assignment will be for AY 2023-2024: September 2023-May 18, 2024.
- Compensation will be a stipend: \$3,000 paid at the end of each semester.
- Monthly time and effort reports are required to be submitted to and discussed with supervisor.
- This position is open to full and part-time faculty.

APPLICATION PROCESS:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (maximum 1 page).
2. Submit to HR **by email only to hr@hartnell.edu**.
3. Deadline for submission is Thursday, September 14, 2023, at 5:00 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.