



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Salinas Valley Promise Faculty Mentor for 2019-2020 Academic Year (20 Open Positions)**

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

Faculty mentors from all disciplines will be trained to facilitate affective skills workshops for students and will work with the Director of Special Programs, Salinas Valley Promise Coordinator, and leads of student support programs to support the first-time, full-time students in the Salinas Valley Promise program

**REPORTS TO:** Director of Student Affairs Special Programs

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

- Participate in a two-day professional development training on July 19-20, 2019 to develop mastery of curriculum and pedagogy to support development of non-cognitive skills for students.
- Serve as cohort facilitator for one, three-day leadership intensive for 30-35 students participating in the Salinas Valley Promise program. Facilitators will utilize the curriculum and training received in the professional development to implement a schedule of non-cognitive workshops and collaborate with the Salinas Valley Promise Program Coordinator to host guest presenters who will deliver additional workshops on financial aid, financial literacy, and team building. Faculty facilitators will serve as the primary point of contact for students in their cohort throughout the course of the three days. Three-day leadership intensives will occur on July 29, 2019 – July 31, 2019 and August 5, 2019 – August 7, 2019
- Attend and participate in three, four-hour quarterly professional development workshops for Salinas Valley Promise students. The following are the quarterly meeting dates: Friday October 25, 2019 3:30 – 7:00 PM; Saturday February 22, 2020, 10:00 AM – 2:00 PM; and Friday May 8, 2020, 3:30 PM - 7:30 PM
- Participate in a one-hour training on services and implementation of the Early Support Program, including utilization of the Starfish student success platform.
- Provide ongoing mentoring and guidance to student cohort members and participate in the Early Support System via Starfish (approximately two hours additional per month)

#### **DELIVERABLES EXPECTED:**

- Completion of professional development training July 19-20, 2019
- Participation in all scheduled cohort activities
- Implementation of Early Support Program through the Starfish platform for cohort participants
- Submission of a complete Salinas Valley Promise program mentor survey that will be used in improving the program

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**

- Demonstrated commitment to supporting student success.
- Knowledge of equity based retention strategies and pedagogical practices.
- Experience providing engaging instruction to students from diverse backgrounds.
- Ability to use technology to monitor and track student success and retention.

**TERMS OF APPOINTMENT:**

- This is a temporary assignment for a faculty member for a period of up to 1 year.
- The faculty member will receive a \$2500 stipend for the entire project.
- Monthly time and effort reports are required to be submitted to and be discussed with supervisor.

**APPLICATION PROCEDURES:**

1. Submit a brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page). Clearly state your preference for which three-day intensive you would like to facilitate. Also explain why you are interested in working with students in the Salinas Valley Promise program.
2. Submit to HR in person (D-108) or by email to [work@hartnell.edu](mailto:work@hartnell.edu).
3. Deadline for submission is Friday, June 14, 2019 at 3:00 pm.