



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Hartnell Research Scholar Community of Practice Lead

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED: For the summer of 2023, the Lead will convene weekly community of practice meetings. These convenings will provide Research Scholar Mentors with an opportunity to share and learn about mentoring best practices, troubleshoot issues that arise, and get support for program processes.

REPORTS TO: Belen Gonzales, Director CTE-Workforce Development

SAMPLE DUTIES AND RESPONSIBILITIES:

- ◇ Assist potential Research Scholar Mentors with developing their research proposal.
- ◇ Plan, convene and lead weekly community meetings.
- ◇ Provide resources and support for Research Scholar Mentors.
- ◇ Monitor completion of program processes, direct mentors to resources if gaps are identified.
- ◇ Provide models to mentors for project abstracts and posters, assist as needed.

DELIVERABLES EXPECTED:

- ◇ Weekly convenings with 6-10 community participants.
- ◇ Abstract and poster models for mentors.
- ◇ Monthly reports and check-ins with Director.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- ◇ Experience mentoring students in research internships.
- ◇ Interest in building an effective community of practice supporting student research.

TERMS OF APPOINTMENT:

- ◇ The assignment will be from April 24-July 31, 2023, with intermittent responsibilities during April and most of May, weekly commitments during the summer.
- ◇ Time commitment is expected to be at least 40-55 hours total.
- ◇ Compensation will be a stipend of \$3,000, paid at the end of the assignment.
- ◇ Monthly time and effort reports are required to be submitted to and discussed with the supervisor.

APPLICATION PROCEDURES:

1. Submit a brief letter of intent specifying your interest in and qualifications for assignment. (Max. 1 pg).
2. Submit to HR via email to work@hartnell.edu.
3. Deadline for submission **extended to Friday, May 19, 2023, at 12:00 pm.**

Note: Community of Practice Lead can also submit a proposal to be a Research Scholar Mentor (to be announced).