

## SPECIAL ASSIGNMENT POSITION DESCRIPTION

### UMOJA COORDINATOR

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

**Umoja Coordinator** will develop program activities in conjunction with Umoja Counselor, track services offered/student participation, and provide general oversight of the Umoja program. The Umoja Community Education Foundation is a statewide organization dedicated to increasing retention and success rates of African American and other underrepresented students. An Umoja student is defined by the organization as someone who meets two or more of the following criteria: 1) is enrolled in or has been enrolled in Umoja class, whether that class be linked, learning community, Umoja cohort, Umoja-supported or stand-alone Umoja class; 2) is using or has used Umoja counseling and educational planning; 3) is using or has used Umoja-sponsored resources, student services, or academic support services; 4) is participating or has participated in at least two of the following Umoja-sponsored activities: workshops, events, leadership activities, club; or HBCU, UC, CSU and other college tours.

**REPORTS TO:** Dean of Student Success

#### SAMPLE DUTIES AND RESPONSIBILITIES:

- ◇ Coordinate the Umoja program; develop student retention activities, track services offered/student participation data, and provide general oversight.
- ◇ Provide Data and Information/reports to regional office, Student Affairs as well as other local or state interested parties upon request.
- ◇ Facilitate and track course/curriculum revision (History, English, Counseling)
- ◇ Communicate and collaborate with statewide office as well as Umoja Community network (regional activities, arranging site visits, interacting with faculty and staff in other affiliated programs)
- ◇ Lead the marketing/advertising efforts to the college community as well as area high schools; help recruit students, create program flyers, posters, etc.
- ◇ Work with instructional faculty in creating culturally relevant curriculum for Umoja courses
- ◇ Work with statewide representatives and arrange visits to other local programs, attend meetings and events, and other program related tasks.

#### DELIVERABLES EXPECTED

- ◇ Monthly reports to Dean, including time and effort reports.
- ◇ Recruit and enroll new program participants
- ◇ Track the course progress of new program participants and progression toward goal completion for continuing students
- ◇ Track and record utilization of program counseling services each semester
- ◇ Oversee student recruitment and provide orientation for faculty participants

- ◇ Program planning and scheduling of events, field trip, workshops, etc.; serve as chaperone for off-campus activities
- ◇ Send weekly emails to program participants announcing important events or program news
- ◇ Chair and attend program meetings
- ◇ Submit end of semester, end of the year and budget reports and requests for funds
- ◇ Conduct program review, data collection and reporting
- ◇ Attend program professional development events (i.e. Umoja Conference, Umoja Coordinator's Winter Retreat, Umoja Regional Symposia, Summer Learning Institute).
- ◇ Other duties as assigned

#### **DESIRED QUALIFICATIONS AND KNOWLEDGE:**

- Experience in planning and coordinating college related activities
- Strong organizational skills, data-tracking and follow-through
- Knowledge of course revisions/curriculum development
- Demonstrated experience mentoring and supporting African-American students and other diverse communities

#### **TERMS OF APPOINTMENT**

- ◇ The term of the assignment will be Fall 2023 semester, however, the project may continue as program needs dictate. Continuation in the assignment from one semester to the next will be dependent upon showing of satisfactory performance, progress, and if there is additional work needed to be completed.
- ◇ Time commitment is expected to be 10 hours a week for 14 weeks (September - December 16, 2023)
- ◇ Compensation will be a stipend of \$10,200

#### **APPLICATION PROCEDURE**

All applicants must email their letter of interest and a current resume to [hr@hartnell.edu](mailto:hr@hartnell.edu) by 4:00 p.m. on Thursday, September 14, 2023.