



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Umoja Coordinator

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Umoja Coordinator will develop program activities in conjunction with the 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 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.
- ◇ Recruit and provide orientation for faculty participants.

DELIVERABLES EXPECTED (continued)

- ◇ 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 budget plans and requests for funds.
- ◇ Conduct program review, data collection, and reporting.
- ◇ Attend program professional development events (e.g., 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 Summer 2019 and Fall 2019 semesters, however the project is anticipated to continue into Spring 2020 and beyond. 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 an average of 5 hours a week for 6 weeks during Summer 2019, and 8 hours per week for 18 weeks during Fall 2019.
- ◇ Compensation will be a stipend of \$7,830 (\$1,350 for Summer 2019 and \$6,480 for Fall 2019).
- ◇ Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (max. 1 page). Specify your discipline and preferred course of assignment.
2. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Friday, May 31, 2019, at 3:00 p.m.