



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Umoja Counselor

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Umoja Counselor will provide academic, career and personal counseling services to Umoja program participants. 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:

- ◇ See existing Counselor Job Description.

DELIVERABLES EXPECTED

- ◇ See existing Counselor Job Description

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- ◇ See existing Counseling Job Description.

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 6 hours a week.
- ◇ Compensation in the Fall 2019 semester will be 20% reassigned time.
- ◇ 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.