

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: EDUCATIONAL ADMINISTRATOR

CLASS TITLE: COORDINATOR – PROGRAM RAÍCES

SALARY TABLE: 30

SALARY RANGE: 140

BASIC FUNCTION:

Working in collaboration with the Grant Project Director and reporting directly to the Dean, Student Affairs, plan, organize, and support the operations and activities related to Raíces: First Year and Beyond. Coordinate communications, personnel, and information to meet the needs of the grant. Work closely with the grant project director and activity directors to plan and develop grant projects.

Program Raíces: First Year and Beyond! is a student empowerment program for first-time to college and returning, continuing, and transferring students to cultivate their own educational, professional, and life paths. The program's focus is to provide targeted and intentional support for our Latina/o/x and low-income and other DI (diverse inclusion) student populations to help them discover their pathway and guide them to degree or certificate completion and, for those who express interest, transfer to a four year institution.

NOTE: This position is contingent upon the continued funding of the Title V Hispanic Serving Institutions grant called Restructuring to Innovate Student for Excellence.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicate with project director, activity directors, administrators, personnel, and outside organizations to exchange information, coordinate activities, meetings and programs, and resolve issues or concerns.

Maintain currency in effective advising practices and in multi-faceted transfer issues that affect students' educational planning.

Participate in committee work to interview, select, supervise, and evaluate the performance of assigned personnel.

Coordinate activities between multiple departments and the institution.

Arrange and coordinate meetings, calendars, facilities, and support services for the instructional activities of assigned programs and courses as directed.

Recruit Latina/o/x, low-income, part-time, transferring from non-credit to credit, and other DI student populations via outreach to the community and business sector and the current SBCC student population.

Assist the project director with the preparation and maintenance of various records, reports, and files related to programs, courses, services, students, enrollment, projects, financial activity, budgets, personnel, and assigned duties.

Conduct needs assessments; advise Raíces students and provide referrals to academic counseling services.

Work with Raíces instructional faculty to identify and address individual student needs, whether in person or remotely.

Work with Academic Counseling, Career Center, DSPS, Dual Enrollment, Enrollment Services, EOPS, Financial Aid, Health and Wellness, The Promise Program, School of Extended Learning, TAP, and/or The University Transfer Academy and other SBCC departments and programs to ensure success.

Plan and coordinate semesterly class presentations; design Raíces workshops as needed to meet the goals and objectives of the Title V grant's supplemental award.

Participate in all Raíces activities/meetings/conferences including professional development forums funded through the Title V grant.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

The California Community College system and the needs of students in this system.

Student and partner outreach, recruitment and marketing strategies

Principles, practices, procedures, and techniques involved in the development and implementation of assigned meetings, programs, and related activities, plans, strategies, processes, projects, goals, events and objectives.

Effective advising practices and multi-faceted transfer issues that affect students' educational planning.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Budget preparation and control.

Operation of a computer and assigned software.

Humanized online practices for providing support for students at a distance

Applicable laws, codes, regulations, policies and procedures.

ABILITY TO:

Coordinate and conduct training and staff development activities as required.

Maintain currency in effective advising practices and in multi-faceted transfer issues that affect students' educational planning.

Implement assigned programs, courses and related instructional activities, meetings, specifications, plans, strategies, processes, projects, goals, events and objectives.

Coordinate and collaborate with appropriate personnel to assure smooth and efficient meeting and program activities.

Collaborate with others in the development and implementation of grant activities.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Possession of a Master's degree and three years of relevant experience in any of the following areas: academic counseling, instruction in higher education, or grants leadership, or equivalent combination of education and work experience to successfully perform the essential functions of the position. Must be sensitive to and have an understanding of the diverse academic, socio-economic, cultural, disability, and ethnically diverse backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

Lived experience with the unique challenges faced by the population served through the grant (first generation, Latina/o/x, and low-income)

Awareness of institutional barriers Latina/o/x, low-income students, and other disproportionately impacted student populations experience in predominantly white institutions.

Oral and written communication skills in Spanish and English.

Experience in outreach efforts to increase enrollment in academic programs.

Experience developing, implementing, and conducting outreach activities targeted towards historically marginalized student populations.

Experience preparing and distributing correspondence and a variety of promotional and informational materials.

Experience supporting, facilitating, and/or enhancing programs designed to improve the success of Latina/o/x, low-income students, and other disproportionately impacted student populations in transfer to four-year universities and/or degree or certificate completion.

A strong foundation of training and experience in advising theory and practice and a record of excellence in advising students in a community college.

Experience working with and ability to advise students from diverse cultural, ethnic, socioeconomic, academic, neuroatypical, or disabled backgrounds to effectively support students achieve their goals.

Background in financial literacy for students.

Experience working with instructional faculty in support of student success.

Experience working in developing equity-based programs and outcomes for the Santa Barbara community.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

Driving a vehicle to conduct work.

Frequent interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.

Ability to remain in a stationary position (sitting or standing) for an extended period of time. Ability to reach above shoulder height to retrieve or file materials.

Reaching, bending and stooping to retrieve materials.

Mobility to travel between campus locations.

Lifting, carrying materials to and from different locations.

Pushing, pulling assistive tools for transporting materials.

Regular operation of a computer keyboard, calculator, and other normal office equipment. Reading a variety of complex materials.