



Position: College Pathways Coordinator	Position Number:
Department/Site: Student Services	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 36

DESCRIPTION:

Under limited supervision, this position will develop comprehensive programs and services focused on increasing student preparation for college success. This position will work closely with faculty, staff, and administrators both on campus and at the service area high schools and other feeder institutions to develop programs designed to increase content preparation in English, math, and English as a Second Language (ESL) of incoming students.

DISTINGUISHING CHARACTERISTICS:

This position will establish important partnerships with all service area high schools, alternative schools, adult schools, migrant student serving organizations, community based organizations, one stop career centers, veteran-serving organizations, and other institutions to develop partnerships that create, develop, and implement programs and services that motivate and prepare students for postsecondary educational success. While other positions do outreach activities, this position additionally creates the programs for outreach and success, adapts them as needed, and expertly aligns those programs and the personnel delivering them with ever-changing state mandates for student success. This is a comprehensive leadership position.

REPRESENTATIVE DUTIES:

- Coordinates the organization of new and innovative programs and services focused on improving the preparation of students for postsecondary success in the classroom;
- Coordinates with various educational institutions, community-based organizations, one-stop career centers, adult schools, migrant-serving organizations, and others to create a more seamless pathway for students to enroll at Hartnell College;
- Collaborates with local service area high schools and other feeder institutions to create venues to prepare students in the “Steps to Success” enrollment process culminating in a District-wide student enrollment event;
- Works closely with the Division of Student Affairs to ensure communication about, partnership in, and coordination of services being offered for enrolling students;

- Works closely with high school counselors, adult school personnel, community-based organization staff, and one-stop school and employment specialists, to train prospective students on how to navigate the Hartnell College orientation processes, including the online orientation;
- Develops, analyzes, and assesses Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs), to ensure the measurement and improvement of program effectiveness, and implements program modifications as necessary;
- Works closely with deans and directors to create a service calendar for the implementation of core student services programs and activities, including application workshops, financial aid workshops, implementation of the interactive online student orientation, and expected student processes for participating in a District-wide student enrollment event;
- Collaborates with the Early Alert team on campus to ensure students are progressing towards educational goal completion;
- Works closely with English, math, and counseling faculty at high schools to develop a process for directing ESL students to the most appropriate college assessment tool;
- Collaborates with the Transfer Center counselor/coordinator to establish partnerships and programs with universities in order to provide programs and services to students with a transfer educational goal;
- Establishes a consistent schedule for visitation and college preparation procedures for prospective students with area service high schools, universities, alternative schools, community-based organizations, and migrant student serving organizations representatives;
- Coordinates regular meetings of high school and college personnel, including English, math, and counseling faculty and administrators, to review and assess service delivery and curricula;
- Works with information technology and institutional effectiveness staff to develop and implement a data tracking system to collect and analyze student success indicators;
- Develops and coordinates an advisory committee of high school, university, business, community-based organization, migrant student serving organizations, and industry partners to focus on college success and preparation issues;
- Develops promotional and information materials, including website content, as a resource for students and the community to gather information on Hartnell College programs and services;
- Attends committee meetings as assigned;
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Event planning, workshop organization, and meeting facilitation practices
- K-12, college, and university systems and requirements
- Public relations principles and practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Office practices, procedures, and equipment, including computers
- Outreach and recruitment techniques
- Record-keeping techniques
- Public speaking techniques

SKILLS AND ABILITY TO:

- Perform a variety of specialized professional-level public relations activities related to the development, implementation, and promotion of District programs and services related to school-to-college pathways;
- Contact students, employers, educational institutions, community groups, one-stop career center staff, and others in person, in writing and by telephone to develop partnerships focused on enhancing student postsecondary preparation and success;
- Become knowledgeable on SB 1456: Student Success Act Program requirements;
- Utilize interpersonal skills using tact, patience, and courtesy;
- Learn to create effective recruitment and promotional materials, including website content, using Drupal;
- Establish and maintain cooperative and effective working relationships with others;
- Work independently with little direction;
- Plan and organize work involving multiple stakeholders;
- Prepare comprehensive reports and records;
- Perform simple data analysis;
- Maintain confidential information;
- Maintain accurate records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree with emphasis in education, public relations, or a closely related field, and five years of experience in program coordination or administration.

Desirable: Experience in an educational setting, including university transfer preparation or curriculum design and development.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Office environment; Driving a vehicle to conduct work; constant interruptions; dexterity of hands and fingers to operate a computer keyboard, or adaptive equivalent; sitting or standing for extended periods of time.