



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Guided Pathways Meta-Major Coordinators

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

Five Guided Pathways Meta-Major Coordinators will directly assist and work with the Dean of Student Equity and Pathways in co-leading and making concerted progress on Guided Pathways implementation, focusing primarily on the development and implementation of Meta-Major Success Teams. Effective coordination, facilitation, and communication skills will be essential to ensuring successful management of ongoing work via meetings, information, workflow, timelines, and due dates.

Reports to: The Dean of Student Equity and Pathways

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Working with the Dean, assisting in coordinating and implementing Meta-Major Success Teams during AY 2024-2025.
2. Working with the Dean, preparing agendas for Success Team meetings, facilitate meetings, and otherwise coordinate with project leads to ensure concerted progress is made on CRD project plans and GP Work Plan sections.
3. Assist in other relevant Guided Pathways projects AY 2024-25, ensuring that activities are completed on time and deadlines for work products are met.

DELIVERABLES EXPECTED:

1. Regular participation in Meta-Majors Success Teams, with coordination by the Dean.
2. Regular status reports to the Dean, and regular presentations to the Academic Senate and relevant governance councils regarding Guided Pathways activities and outcomes.
3. Participation in Guided Pathways reporting to the state chancellor's office.
4. Completion of other relevant Guided Pathways projects as assigned by the Dean.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Experience in planning and coordinating institution-wide activities.
2. Excellent collaboration skills across disciplines, functional areas, and constituency groups.
3. Advanced organizational skills and a demonstrated ability to plan and follow through on projects.
4. Strong written and oral communication skills, including the ability to facilitate meetings.
5. Knowledge of Guided Pathways efforts at Hartnell and comprehension of the GP framework, including how they are intended to impact student outcomes.

TERMS OF APPOINTMENT:

1. This is a special project assignment for five faculty members (one per meta-major) for a period of up to one academic year each. Weekly hours will average 6-7 hours. Continuation of the appointment into the spring 2025 semester will be contingent on satisfactory performance in the fall 2024 semester.
2. Compensation will be up to \$9,000 per semester. Payments will be made monthly in accordance with established payroll dates.
3. Monthly time and effort reports are required to be submitted to and discussed with the supervisor.

APPLICATION AND SELECTION PROCEDURE:

1. Submit a letter of intent that specifies your interest in and addresses your qualifications for the assignment (maximum 1 page); include your updated CV with only relevant experience.
2. Submit to HR via email to hr@hartnell.edu.
3. Deadline for submission is Thursday, April 18, 2024, at 5 p.m.
4. Selection of successful candidate(s) will be determined by a committee comprised of appropriate administrators and the Academic Senate president or designee.