

BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

POSITION: Student Success and Equity Coordinator

BASIC FUNCTION

Under the direction of an assigned supervisor, work with faculty, counselors, deans, student services staff, and appropriate committees to assist in maintaining and improving processes and procedures for student success and equity and provide assistance in the implementation of the College's Student Success and Equity Plans.

REPRESENTATIVE DUTIES

1. Provide assistance in the planning, development, implementation, coordination of the College's Student Success and Equity Plans. Assist in the data collection and data entry for the assessment of how the College is meeting the objectives within the plans.
2. Provide coordination of the College's outreach and recruitment efforts including the College's Summer Bridge Program.
3. Provide assistance in the operational and long-range planning for the support of student success and equity services including the student success center.
4. Assist in providing targeted services to specific student groups including economically disadvantaged, Foster Youth, Veterans, and other at risk populations.
5. Provides assistance in the coordination of student success efforts with Student Services, Academic Affairs and other appropriate departments.
6. Provide assistance in the review and evaluation of all components of the Student Success and Student Equity Plans to ensure compliance with the plans, applicable college policies, federal and state codes and regulations.
7. Assists in the monitoring of the College's Early Alert system.
8. Acts as primary contact for Student Attendance Recording System (SARS), providing SARS user training and coordination with all SARS areas to collect Student Success Support Programs (SSSP) contacts.
9. Complete batch uploads, and verify Management Information Systems (MIS) data before it is submitted to the State.

10. Assist with completing various SSSP reports and plans required by the State Chancellor's Office utilizing TracDat, SARS, SPSS, Argos, MIS reports, Banner reports, and other reporting software.
11. Assist with the collection and analysis of data for program review and assessment of student learning and service area outcomes.
12. Coordinate with counseling to provide intrusive interventions to student groups; sends notifications to target student groups to promote development of Student Educational Plan; assist in the collection and entry of data to ensure student contacts are captured.
13. Provide assistance in the planning, development, revision and relevance of programs and services in support of student equity and success; and assist supervisor in implementing approved changes recommended by the Student Equity and Success Committee.
14. Work with the Public Information Officer in the internal and external promotion of the multiple and varied student success and equity programs and services as directed.
15. Provides administrative support for Student Success and Equity, including the monitoring of the annual budget for the student success initiative and for areas of supervisor's responsibility.
16. Perform other work related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office practices, procedures and equipment.
- California Community College Certificate and degree requirements.
- College application and enrollment procedures.
- Student services available at the college.
- Funding sources, requirements and services available to students from other agencies.
- Budgeting practices regarding monitoring and control.
- Community College and Transfer program requirements.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Use and applications of computer equipment.

- Math skills sufficient to maintain financial and statistical records.
- Laws, regulations, policies and procedures required to perform the duties of this position.

Ability to:

- Carry out all aspects of the position.
- Maintain confidentiality when appropriate or required
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Implement programs and services.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Compose correspondence, reports and written materials independently.
- Demonstrate sensitivity to diverse populations.
- Establish and maintain cooperative and effective working relationships with others.
- Perform work at all College locations.
- Hand-eye-arm coordination.
- Complete work with many interruptions.
- Plan and organize work.
- Use a personal computer.
- Communicate information to individuals and small groups.
- Read printed materials.
- Follow written and oral instructions.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor’s Degree and three years related experience or an Associate’s degree and five years related experience in providing administrative support and technical assistance for college programs and services. Additional experience may substitute for some higher education.

WORKING CONDITIONS

Environment:

Office environment.

Physical Demands:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to lift <u>10</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>10</u> lbs. |
| <u>4</u> | i. | Ability to operate office equipment. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, classified position. Indexed to placement on the Classified Salary Schedule at a Range 20. This position is subject to occasional evening hours.

Board approved:

District Representative

CSEA Representative