

TITLE: Coordinator, Black/African-American Student Support Center

CLASSIFICATION: Classified

SALARY GRADE: O

JOB DESCRIPTION:

Under general direction, coordinates and provides support to prospective and current Black/African-American Students.

SCOPE:

Coordinates, develops, and implements services and programs that support Black/African-American students and the Black Student Support Center. Fosters a sense of belonging and connects students to opportunities for engagement in college life and the broader community.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates programs and activities and provides oversight for the Black/African-American Student Support Center.
2. Provides a welcoming environment for Black/African-American students in their multiple identities and fosters a sense of belonging at SRJC.
3. Advocates for Black/African-American students within Student Services and throughout the District by serving on committees, councils, and workgroups related to student support, success, and equity.
4. Develops partnerships with departments campus-wide to increase Black/African American student retention.
5. Ensures the Black/African-American Student Support Center serves as a resource to current and prospective Black/African-American students and their families.
6. Collaborates with the Umoja Learning Community and Black Student Union by developing and coordinating co-curricular activities and programs.
7. Collaborates with the Student Equity and Achievement programs and district diversity, equity, and inclusion initiatives by serving on college committees and workgroups.
8. Provides in-reach and support to Black/African-American student-athletes and students at the District to increase student success.
9. Collaborates with the Coordinator(s) of the Intercultural Student Center(s).
10. Works collaboratively with Student Outreach to provide outreach to local high school students and staff and community organizations to promote the Black Student Support Center.
11. Provides leadership for Black/African-American centered student events, including but not limited to; Black History Month programming, retreats, conferences, trainings, awareness activities, and recognition ceremonies.
12. Develops and monitors the Black/African American Student Support Center budget.
13. Develops and maintains web pages and outreach materials.
14. May supervise and train student and short-term, non-continuing (STNC) employees.

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ABILITY TO:

Prepare reports, correspondence, and statistical records and maintain confidential information; follow and give oral and written directions; work independently and in a team; plan and give presentations to small or large audiences; communicate effectively; maintain cooperative working relationships; provide effective customer service; demonstrate sensitivity and respect for diverse populations.

KNOWLEDGE OF:

Needs, barriers, and engagement opportunities for Black/African-American students; District and community resources, policies, and procedures; standard office productivity software and specialized systems; principles and practices of student services programs, data management, report and budget preparation, and event planning.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's Degree or equivalent

EXPERIENCE:

Significant (a minimum of 5 years of full-time or part-time equivalent) experience working with Black/African American students or diverse student populations.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50lbs. unassisted), bending, standing, climbing, crawling or walking.

May require evening and weekend work, especially during particular months of the year.