

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

CLASSIFICATION: Classified

SALARY GRADE: C11

SCOPE OF POSITION:

Under general direction, coordinates and provides support to prospective and current Black/African-American Students. Coordinates, develops, and implements services and programs that support Black/African-American students and the Black/African-American Student Support Center. Promotes 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 serves as a resource to current and prospective Black/African-American students and their families.
3. Advocates for Black/African-American students within Student Services and throughout the District by collaborating with committees, councils, and workgroups related to student support, success, diversity, inclusion, and equity.
4. Develops partnerships with departments District-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, implementing and coordinating co-curricular activities and programs.
7. Collaborates with the Student Equity and Achievement programs and District diversity, equity, and inclusion initiatives. Provides in-reach and support to Black/African-American student-athletes and students at the District to increase student success.
8. Collaborates with the coordinator(s) of the Intercultural Student Center(s).
9. Works collaboratively with Student Outreach to provide outreach to local high school students and staff and community organizations to promote the Black/African-American Student Support Center.
10. 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.
11. Provides student leadership development and guidance for student employees, student leaders, and students involved with the Sawubona Black Student Success Center and assigned area.
12. Oversees the Black/African American Student Support Center budget.
13. Develops and maintains web pages; creates reports, communications and outreach materials.
14. May supervise and train student employees.
15. May direct the work of short-term, non-continuing (STNC) employees.

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KNOWLEDGE OF:

1. Best practices for identifying needs, barriers, intervention techniques and engagement opportunities for Black/African-American students using an equity lens.
2. Principles and practices of student services programs, data management, report and budget preparation, and event planning.
3. Student success and retention initiatives.
4. Outreach strategies and marketing techniques.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Plan and give presentations to small or large audiences.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous, and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's degree or equivalent

EXPERIENCE:

2+ years of experience supporting and implementing programs for Black/African-American students.

OTHER REQUIREMENTS:

- Must be able to perform physical activities such as, but not limited to, lifting (up to 50lbs. unassisted), bending, standing, climbing, crawling or walking.
- May require evening and weekend work, especially during particular months of the year.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).