

TITLE: Coordinator, Intercultural Center

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, coordinates the development of co-curricular student engagement activities that address social justice, diversity, equity, inclusion, accessibility and anti-racism for the District; provide student development best practices that attract, retain, support and create a sense of belonging for students from historically underrepresented or disproportionately impacted populations. Oversees, organizes, and implements programming for an intercultural center; supports the presence of program partners in the center, including faculty, staff, student employees, and other members of the college 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 operations of an intercultural center, including planning, goal setting, community partnerships, cultural programming, support activities, and scheduling.
2. Collaborates with other District equity professionals, to provide leadership to the District on matters of equity and inclusion; interprets, explains, and provides training to student employees and staff on District policies and procedures related to equity, student success best practices, social and racial justice, restorative justice, and student development.
3. Provides co-curricular and coordination support for intercultural center partnerships, including learning communities, Dream Center, identity-based clubs, and grants that serve historically underrepresented students.
4. Provides student leadership development and advising for student employees, student leaders, and students involved with the intercultural center and the department; coordinates assigned student peer-based leadership program.
5. Based on research and best practices, develops and implements interventions that increase student success, including identifying barriers and reaching out to targeted student groups.
6. Collaborates with District employees on how to welcome, guide and engage students based on established best practices. Monitors student progress, retention programs, and referral services for assigned area(s), and maintains statistical records; analyzes student data to develop intervention strategies and approaches.
7. Monitors budgets and maintains financial records; utilizes procurement software.
8. Creates reports, correspondence, agendas, and meeting minutes; drafts communication materials.
9. May lead the work of other classified and short-term, non-continuing (STNC) employees in assigned area.
10. Hires, supervises and trains student employees.

KNOWLEDGE OF:

1. Best practices in serving diverse identities and communities. Theories of intersectionality and student-centered practices.
2. Student success and retention initiatives.

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KNOWLEDGE OF – Continued

3. Outreach strategies and marketing techniques.
4. District policies, procedures, programs, resources, and services.
5. Data and records management.
6. Crisis management/intervention.
7. Local, state and federal rules, regulations, policies and procedures, including Family Educational Rights and Privacy Act of 1974 (FERPA)
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Apply an equity lens to address barriers for student success.
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 in a related field required.

EXPERIENCE:

3+ years of experience in an educational setting and prior experience implementing student support activities for historically underrepresented communities, including experience leading and/or developing workshops or trainings on topics relevant to the population served.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Position may require travel to various area middle and high schools, organizations, and community agencies.
- Will require work in the evening, especially during particular months of the year.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

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](#).