

TITLE: Coordinator, Native American Programs/Center

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, oversees the Native American Student Support and Success Program/Native American Center and provides leadership, support, coordination, programming and student development best practices that support recruitment and retention of and create a sense of belonging for Native American/Indigenous/Alaska Native students in collaboration with an interdisciplinary team including Student Life & Engagement and the intercultural centers. Serves as tribal liaison contact for local tribes.

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, implements, and assesses co-curricular programs, activities and special events with student organizations, college departments, and community partners that improve the academic, career, and social success of Native American/Indigenous/Alaska Native students.
2. Develops student success initiatives and interventions, including increasing student success, transfer and goal completion and the number of Native American/Indigenous/Alaska Native student leaders, fostering student learning and development; and serves as a role model, mentor, student advocate and educator.
3. Builds K-12 partnerships and pathways to and through the California Community College system for Native American/Indigenous/Alaska Native students, including student transfer to the University of California and the California State University systems.
4. Collaborates with tribal partners to ensure the educational success of Native American/Indigenous/Alaska Native students.
5. Oversees and creates the production of Native American program electronic communications, marketing, publications, and outreach materials.
6. Collaborates with Student Outreach to increase Native American/Indigenous/Alaska Native student recruitment from state, national and county-wide efforts.
7. Guides and advises prospective students and families on how to access District resources. Coordinates field trips for elementary, middle, and high school Native American/Indigenous/Alaska Native students to SRJC.
8. Assists Native American/Indigenous/Alaska Native prospective and current students with applications, forms and completion of student success steps; provides referral services for assigned area(s).
9. Monitors student progress, retention programs, and referral services for assigned area(s), and maintains statistical records; analyzes student data to develop intervention strategies; develops Native American Student Success Program plan and annual reports.
10. Creates reports, correspondence, agendas, and meeting minutes; drafts communication materials; monitors budgets; utilizes procurement software.
11. May lead the work of other classified employees in assigned area.
12. May supervise student employees and direct the work of short-term, non-continuing (STNC) employees.

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KNOWLEDGE OF:

1. Best practices and theories of student-centered practices in serving Native American/Indigenous/Alaska Native students.
2. Communities in higher education.
3. Principles and practices of leadership.
4. Student success and retention initiatives.
5. Outreach strategies and marketing techniques.
6. Advocacy work and activism, both at the personal and institutional level.
7. Data and records management.
8. Crisis management, intervention, conflict resolution, and restorative justice practices.
9. Local, state and federal rules, regulations, policies and procedures, impacting Native American/Indigenous/Alaska Native students including Family Educational Rights and Privacy Act of 1974 (FERPA).
10. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Use 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 judgment 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 understanding of diverse academic, socioeconomic, cultural, disability, sexual and gender identities, and ethnic backgrounds of community college students.

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 required.

EXPERIENCE:

3+ years of experience in an educational setting including experience implementing student support activities for historically underrepresented communities, with experience leading and/or developing professional development opportunities focused on equity and social justice required, including tribal community experience.

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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](#).