



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT
STUDENT SUCCESS COORDINATOR

60% release time

Closing Date: June 19, 2018

Objectives of Assignment:

To address the issues of Student Success and Support Program according to title 5 section 55525, at-risk student follow-up services and the college's process to identify them.

Description of Assignment:

The Student Success Coordinator will chair the Probation and Dismissal Task force, which is responsible for making recommendations about at-risk student follow-up services to the Student Success and Support Program Committee. The coordinator will be responsible for analyzing at-risk student data to develop, evaluate and update the at-risk services as part of the Student Success and Support Program Plan.

Clerical support will be provided by the office of the Dean of Student Services.

Supervision Exercised and Received:

- Will chair the Probation and Dismissal Task force
- Will report to the Dean of Student Services
- Will work closely with the Learning Center Coordinator, Assessment Center Director, Basic Skills Coordinator and Outreach Services
- Will participate as a member of the Student Success and Support Advisory committee

Tasks and/or Activities Required:

- Work with the Dean of Student Services to develop and evaluate the at-risk student follow-up services plan annually.
- Write curriculum for 50 minute Learning and Study Skills workshops such as Note Taking, Time Management, Goal Setting, Establishing a Study Plan, Wellness Activities, or Test Taking to be presented in coordination with the Learning Center.
- Design and implement a program to train Counseling Faculty or Learning Disability Specialists Faculty to teach the Learning and Study Skills workshops.

- Identify the appropriate assessment tool to be used in the Assessment Center to identify students with Learning and Study Skill needs and the appropriate referrals for students
- Identify Learning and Study Skill on-line resources for at-risk students, students on probation and students on dismissal.
- Design and implement a procedure for working with students on Probation and Dismissal.
- Design and implement Professional Development for Faculty working with At-Risk students.
- Design and work with Student Outreach with the Early College Acceptance Program for High School students.
- Design New Student Advising workshops for entering freshman's students.
- Coordinate with Athletic counselors to design college orientation workshop for entering Athletes.
- Coordinate with Non- Credit and Student Outreach, to design and conduct New Student Advising workshop for transition student from non-credit program to Credit program.
- Will coordinate and work with the Student Equity Program and Basic Skills coordinator, and Non-Credit Student Success and Support coordinator in creating an integrated plan for Glendale College.
- Coordinate with MIS coordinator in collecting and analyzing data needed for reporting to Chancellor's Office.
- Collect and Report, and Analyze data provided by the GCC Research and Planning Office to achieve the goals for at-risk students.

Preferred Qualifications:

- Knowledge of the goals of the Student Success and Support Program
- Ability to write a comprehensive plan to address at-risk students
- A commitment to assist students identified as at-risk and students on probation
- A commitment to assist students from being dismissed

Stipend and/or Released Time:

This is a 60 percent release time position for one year. The released time will be re-evaluated for the second and third years.

Term of Assignment:

Three (3) years assignment subject to an annual review by the RT/EP Committee and available funding

This position will start June 14, 2018 or ASAP

Application Procedure:

1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

**Released Time/Extra Pay Assignment
Application**



<p><i>APPLICATION FORM</i></p> <p>Student Success Coordinator</p> <p><i>60 % Assignment</i></p> <p>Closing Date: June 19, 2018</p>
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Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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