Barstow Community College Position Description

Position: Student Success & Equity Coordinator	Salary Grade: 21
Department: Student Services	FLSA: Non-exempt

Summary

Under the direction of an assigned supervisor, work with faculty, counselors, deans, student services staff, and appropriate committees to assist in maintaining and improving processes and procedures for student success and equity and provide assistance in the implementation of the College's Student Success and Equity Plans.

Essential Duties and Responsibilities

- Provide assistance in the planning, development, implementation, coordination of the College's Student Success and Equity Plans. Assist in the data collection and data entry for the assessment of how the College is meeting the objectives within the plans.
- Provide coordination of the College's outreach and recruitment efforts including the College's Summer Bridge Program.
- Provide assistance in the operational and long-range planning for the support of student success and equity services including the student success center.
- Assist in providing targeted services to specific student groups including economically disadvantaged, Foster Youth, Veterans, and other at risk populations.
- Provides assistance in the coordination of student success efforts with Student Services, Academic Affairs and other appropriate departments.
- Provide assistance in the review and evaluation of all components of the Student Success and Student Equity Plans to ensure compliance with the plans, applicable college policies, federal and state codes and regulations.
- Assists in the monitoring of the College's Early Alert system.
- Acts as primary contact for Student Attendance Recording System (SARS), providing SARS user training and coordination with all SARS areas to collect Student Success Support Programs (SSSP) contacts.
- Complete batch uploads, and verify Management Information Systems (MIS) data
- Assist with completing various SSSP reports and plans required by the State Chancellor's Office utilizing TracDat, SARS, SPSS, Argos, MIS reports, Banner reports, and other reporting software.
- Assist with the collection and analysis of data for program review and assessment of student learning and service area outcomes.
- Coordinate with counseling to provide intrusive interventions to student groups; sends notifications to target student groups to promote development of Student Educational Plan; assist in the collection and entry of data to ensure student contacts are captured.
- Provide assistance in the planning, development, revision and relevance of programs and services in support of student equity and success; and assist supervisor in implementing approved changes recommended by the Student Equity and Success Committee.
- Work with the Public Information Officer in the internal and external promotion of the

multiple and varied student success and equity programs and services as directed.

- Provides administrative support for Student Success and Equity, including the monitoring of the annual budget for the student success initiative and for areas of supervisor's responsibility.
- Perform other work related duties as assigned related to current job classification.

Qualifications

Knowledge and Skills

- Modern office practices, procedures and equipment.
- California Community College Certificate and degree requirements.
- College application and enrollment procedures.
- Student services available at the college.
- Funding sources, requirements and services available to students from
- other agencies.
- Budgeting practices regarding monitoring and control.
- Community College and Transfer program requirements.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Use and applications of computer equipment.
- Math skills sufficient to maintain financial and statistical records.
- Laws, regulations, policies and procedures required to perform the duties of
- this position.

Abilities

- Carry out all aspects of the position.
- Maintain confidentiality when appropriate or required
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and
- administrative reports.
- Implement programs and services.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Compose correspondence, reports and written materials independently.
- Demonstrate sensitivity to diverse populations.
- Establish and maintain cooperative and effective working relationships with others.
- Perform work at all College locations.
- Hand-eye-arm coordination.
- Complete work with many interruptions.
- Plan and organize work.
- Use a personal computer.
- Communicate information to individuals and small groups.
- Read printed materials.
- Follow written and oral instructions.

Physical Abilities

Requires ambulatory ability to sit in front of a computer screen for extended periods of time. Requires sufficient hand, arm, finger dexterity to operate computer keyboard, typewriter or other office equipment. Requires visual acuity to read words and numbers. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations. Requires sufficient ambulatory

ability to move to various work locations. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training and presentations.

Education and Experience

Any combination equivalent to: Bachelor's Degree and three years related experience or an Associate's degree and five years related experience in providing administrative support and technical assistance for college programs and services. Additional experience may substitute for some higher education.

May require a valid driver's license. Ability to complete School Certifying Official training through the Department of Veterans Affairs Mental Health training/certification encouraged.

Board Approved: May 15, 2019