**Contra Costa College**

**Reassigned Time Job Description**

**Term: AY 2017-18**

**Reassignment – 75% per semester -**

**Job Title: Per Ankh Coordinator**

**Start Date:**

**Reporting Relationship:** Dean of Student Support Services and Dean of Math, Computer Science, Business/Culinary \*Some off-semester hours are anticipated with commensurate compensation, beginning in summer 2018 and for the duration of the reassignment.

**General Description of Job/Scope of Responsibility:**

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| In the CCC Per Ankh Program, students increase their ability to be successful by exploring African American cultural identities through culturally-relevant curriculum, conscientious instruction, focused counseling, academic support services, and one-on-one mentoring, while strengthening needed foundational skills in reading, writing, and math. The Per Ankh Program is designed to enrich and nurture the educational experience of African American and other students, especially first generation and underrepresented students. In collaboration with the Per Ankh Steering Committee, the Per Ankh coordinators will provide coordination and leadership for the recruitment, curricular, co-curricular, extra-curricular, and mentoring components of the Per Ankh Program, and will coordinate assessment of the program. The co-coordinators will also liaise between the Per Ankh program, the campus, the District and Per Ankh Statewide Community. |

**Duties and Responsibilities:**

In collaboration and cooperation with each other, the Per Ankh coordinator will do the following:

• Take the lead in the development, implementation, and day-to-day operations of the Per Ankh coordinator activities including Per Ankh Steering Committee meetings, outreach and recruitment, trainings and professional development, mentoring, student events, data collection and assessment, report writing, and co-curricular and extra-curricular activities.

 • Uphold the mission, vision, principles, and practices of Statewide Per Ankh in all program operations.

• In collaboration with the Per Ankh Coordination work group and Steering Committee, develop and coordinate the outreach and recruitment efforts for the Per Ankh coordinator, including marketing, outreach, application processes, orientation, and maintenance of the Per Ankh website.

• Work closely with program faculty to identify and intervene with students on both academic and personal issues.

• In collaboration with the Per Ankh coordination work group, work closely with the instructional deans and Instruction Office to coordinate Per Ankh course offerings and student clearance for registration into Per Ankh courses.

• Coordinate the Per Ankh mentoring program, including recruitment of students and mentors, training and support for mentors, and scheduling meetings and activities for mentors/mentees.

• Coordinate events and activities for the Per Ankh coordinator, including program orientation, mixers, end of year event, trainings and workshops, learning community meetings, co-curricular and extra-curricular activities, and events.

• Maintain communication with Per Ankh students and faculty, Student Services, Instruction Office, and other administrators.

• In collaboration with Per Ankh coordination work group, develop and monitor program budget.

• Liaise with state-wide Per Ankh board and community; participate in conference calls and workshops; report Per Ankh coordinator efforts to campus, District Governing Board, and Regional Coordinator.

• Work with the Per Ankh Steering Committee and the CCC community to develop understanding of, and support and fiscal responsibility for, the Per Ankh coordinator.

• Work closely with college administrators to maintain physical space for the Per Ankh program activities and services at CCC.

• Provide professional development for CCC community and encourage participation in Statewide Per Ankh sponsored professional development opportunities for all Per Ankh faculty and staff.

• Coordinate the Per Ankh coordinator efforts with those of other college programs and initiatives at the college that strive to reach similar goals.

• Develop assessment tools and conduct annual evaluations of the program.

• Complete Program Review and other reporting as required.

• Utilize data to inform program decision-making.

• Perform other duties as required.

**Deliverables:**

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| What: Recruit at least 35 students to enroll in the learning community each semester. |
| When:  |

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| What: Recruit, train, match and support at least 35 mentors |
| When:  |

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| What: Provide leadership to the Per Ankh Steering Committee, convening monthly meetings and guiding the workgroups |
| When:  |

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| What: Help recruit and register students and faculty for Per Ankh Statewide conferences, events, and professional development trainings |
| When:  |

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| What: Plan Per Ankh Orientation, Graduation, mixers, and other events, and collaborate with faculty, mentors, and students to implement |
| When:  |

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| What: In collaboration with the Marketing Department and program deans, update and maintain marketing materials (print, web, social media, etc.) |
| When:  |

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| What: Schedule and lead bi-weekly Per Ankh teachers and coordination meetings. |
| When:  |

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| What: In collaboration with the Instruction Office and various department chairs, build and maintain the Learning Community course schedule. |
| When:  |

9. What: In collaboration and cooperation with other stakeholders and with the Per Ankh Statewide Community, maintain the vision and mission of the Per Ankh Statewide Community.

When: Fall and spring

10. What: Conduct annual program evaluation that informs the development of the program budget; monitor budget expenditures.

When: Fall and spring

11. What: Work closely with college administrators to maintain physical space for the Per Ankh program activities and services at CCC.

When: Fall and spring

12. What: Lead the writing and compilation of the following reports: Program Review, Per Ankh Statewide report, Equity Committee report, Developmental Education Committee Report, and any other required reports.

When: Fall and spring