



Academic Year, 2017-2019, *Reassigned Time Job Description*

Job Title: Nexus Coordinator

Length of Assignment: FA17 – SP19 (*renewable*)

Start Date: FA17

Reassigned Time: .25*

Reporting Relationship: Dean of Library, Educational Technology and Learning Support (ETLS)

General Job Description:

The Nexus Coordinator oversees orientation and professional learning activities for first year, full-time and new and returning adjunct faculty. The Coordinator also acts as a resource for all probationary and adjunct faculty. The Coordinator works collaboratively to develop, create, and organize learning opportunities that effectively promote the College's strategic directive of student success, as well as its values of equity, and inclusive excellence, to new faculty.

Nexus Orientation Program Description:

The Nexus orientation program aims to provide first-year, full-time faculty and new or returning adjunct faculty a solid foundation for success at DVC by providing professional learning opportunities focused on teaching and student learning. Relevant institutional areas, such as Student Services programs, College and District policies and procedures, shared governance, hiring, instructional technology, federal, state, and local regulations and initiatives and more, are also covered.

Nexus occurs over the course of an entire academic year, which includes the fall and spring semester Flex weeks and monthly two-hour Flex activities. First-year, full-time faculty are assigned a mentor to facilitate and reinforce learning. Nexus enables first-year, full-time faculty to complete the required 50 hours of Flex activities.

Duties and Responsibilities:

1. Creates and develops a high-quality orientation program that promotes the College's strategic directive and values in consultation with the VP of Instruction, Academic Senate President, Dean of Library and ETLS, and Faculty Development Coordinator. Engages and collaborates with the Instruction Office, divisions, departments, and individual faculty to produce and organize the program.
2. Plans, coordinates, and facilitates learning activities, speakers/presenters, room scheduling, discussions, and program evaluations. Communicates as needed with first-year, full-time instructors individually in order to assess their learning needs. (Dean and PD administrative assistant provide support for logistics, funding, the website, and other areas as needed.)
3. Recruits mentors for first-year, full-time faculty in consultation and coordination with department chairs and division deans. Communicates with faculty mentors on the annual Nexus programming plan and their roles and responsibilities as mentors.

4. Serves as a resource to all probationary and new or returning adjunct faculty and their mentors during regular and by-appointment office hours, via the professional development webpage, and by email.
5. Locates and distributes materials relevant to first-year, full-time faculty about the college, student and faculty resources and instruction.
6. Works with the Faculty Development Coordinator to develop and update the Nexus webpage.
7. Submits progress reports to Academic Senate biannually.
8. Completes an end-of year-evaluation of Nexus program activities including recommendations for improvement.
9. Serves as a member of the Faculty Development Committee and as a proxy to the Academic Senate for the Faculty Development Coordinator when needed.
10. Stays current and knowledgeable about professional development in higher education through readings and interfacing with colleagues at events such as 3CSN (CA Community Colleges' Success Network) trainings and/or the 4C/SD (CA Community College Council for Staff and Organizational Development) conference when possible.

Deliverables:

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| 1. | What: Annual Nexus Orientation programming plan
When: <i>Prior to start of AY17-18</i> |
| 2. | What: Assigned mentors to first-year, full-time faculty
When: <i>On request by Senate</i> |
| 3. | What: Completed all Nexus Program learning workshops
When: <i>End of AY17-18</i> |
| 4. | What: Biannual progress reports to Academic Senate.
When: <i>On request</i> |
| 5. | What: End-of year-evaluation of Nexus program
When: <i>May 2018</i> |

*Per DVC Procedure 2090.07, Reassigned Time Guidelines, this job description describes the non-instructional tasks that have been determined to meet special technical, educational, or administrative needs and is recommended each year by the Vice President of Instruction and the Academic Senate President based on the number of new faculty, specific projects or initiatives and other priorities within the area of Nexus and professional development. The computation of faculty reassigned time is derived from the following: FTE reassigned x 35 = weekly hours of reassigned duties.

Desirable Qualifications:

The Nexus Coordinator will be a full-time, tenured faculty who has:

- Considerable knowledge, awareness, and experience of College-wide initiatives, developments, and processes.
- A strong interest in working with colleagues on matters that improve student success, equity, institutional effectiveness, and inclusive excellence.
- A broad knowledge of teaching/learning theories and practices.
- Knowledge and understanding of DVC's diverse student population and its needs.
- Leadership skills to create, plan, and implement workshops, training programs, meetings, etc.
- Sensitivity to the needs and concerns of faculty members.
- A record of successful teaching that may model successful classroom instruction when needed.
- An aptitude and demonstrated ability to work as part of a team.
- Effective and responsive communication and collaboration skills.
- Knowledge of resources for and developments in higher education professional development.
- Proficient technical skills to use and learn productivity software, such as MS Office, and instructional technology, such as Canvas LMS.

To apply:

Submit a statement of interest by email to Rick Robison, Dean of Library and ETLs, rrobison@dvc.edu, by 5PM, Friday, March 24, 2017. Feel free to attach a C.V. or any supporting documents.

In your statement of interest, please respond to the following questions:

1. Why are you interested in this position?
2. What experience or background do you have that is applicable to fulfilling the responsibilities of the Nexus Coordinator?

Interviews with the VP of Instruction, Academic Senate President, and Dean of Library and ETLs will be scheduled after March 31, 2017.