Job Announcement

This is not a state position

Job Title: College Corps Program Coordinator

Wage: $25.00/hour

Project Name: CaliforniansForAll College Corps program

Hours and duration: The College Corps Program Coordinator is a full-time (M-F, 8-5), temporary staff member in the Cal Poly Humboldt Center for Community Based Learning. This position is currently funded through June 30, 2024.

Supervisor: Dr. Kathy Thornhill

The College Corps Program Coordinator is responsible for leading the grant-funded CaliforniansForAll College Corps program (College Corps) housed in the Center for Community Based Learning (CCBL). The purpose of this initiative is to build the next generation of civic leaders by engaging college students in meaningful community service. Through College Corps, the Program Coordinator will advance three primary goals: engage college students in meaningful service opportunities that build leadership skills and civic responsibility; help students from diverse backgrounds graduate college on time and with less debt; support the work of community-based organizations focused on key local priorities (education, food security, and climate change).

The Program Coordinator will contribute to program planning and will coordinate all program activities, including but not limited to: promoting the initiative, recruiting and communicating with students and partner organizations, overseeing processes, training and supporting student fellows, placing students in community service fellowships, tracking data, maintaining records, and collaborating across the university. The Program Coordinator ensures grant goals and requirements are met regarding the student experience, community partner engagement, and campus participation. It is essential that the person in this position has considered the challenges that face Cal Poly Humboldt students, especially those historically marginalized, and are prepared to support and advocate for these students.

Essential functions of the position:
Program Coordination, including but not limited to:

- Coordinate student recruitment, with a particular emphasis on DACA students, application, and onboarding processes, which includes marketing, applicant review, and HR/Payroll requirements.
- Monitor and reconcile grant budget, in coordination with Sponsored Programs Foundation. Process pay and stipend disbursements for Fellows and community partners.
- Hire, train and supervise student assistants, and paraprofessional staff involved in this program; process student payroll.
- Oversee enriched, engaged student programming and training to:
  - Develop and provide engaged programming to increase students' awareness of, and successful participation in, internships, with particular emphasis for students from institutionally underserved groups.
  - Develop and lead student trainings, events, and meetings ensuring program goals are met.
  - Facilitate peer-to-peer engagement to develop community among student interns and create intentional space for participants to work through hurdles that they may face at their site and/or as a student.
  - Provide fellows with the opportunity to evaluate their internship experience throughout the internship period, with a clear effort to validate their feedback and adjust as appropriate.
  - Provide coaching and advising to students regarding career exploration, professional development skillbuilding, and recognition of cultural assets in preparation for internship experiences.
- Develop and implement program assessment plan in line with CCBL’s assessment plan
  - Collect and maintain participation data and provide reports for stakeholders
  - Implement program data tracking and assessment tools, including reviewing requirements and expectations from grant funders, contributing to development of campus tools, ensuring completion and submission of necessary data, and preparation of reports.

CCBL, Campus, Consortium Collaboration, including but not limited to:

- Work with CCBL staff to:
  - Develop and implement the program, and ensure that CCBL communications and media (such as web and social media), budget, newsletters, and reports represent the fellowship program, with correct branding of the CCBL and grant funders.
  - Identify and develop partnerships.
○ Coordinate community fellowship placements, schedules, and capacity; matching students with relevant fellowship opportunities; ensuring completion of forms.
○ Maintain active communication with community partners during both the planning and implementation phases.
○ Monitor community fellowship placements through regular communications and site visits.
○ Provide support to community partners hosting Fellows to ensure they promote a safe and equitable workplace and provide partners with the opportunity to evaluate their experience with a particular emphasis on equity and inclusion.

● Arrange meetings with faculty and academic department chairs to identify and promote relevant internships for specific majors.
● Collaborate with other campus units that host students as part of this initiative.
● Coordinate with Californians For All Northern California Consortium.
● Represent the program at campus events and applicable community events.
● Assess partner impact to meet program goals.

Required Qualifications

The successful candidate will demonstrate:

● A supportive, asset-based approach to students.
● A strong commitment to inclusive student success, diversity, and social and environmental justice.
● Excellent interpersonal communication skills to effectively communicate with diverse populations; be able to write well and give presentations.
● Attention to detail and have the ability to prioritize their time to the most urgent needs of the program; ability to handle multiple tasks at once.
● Sound and mature judgment, and be flexible to changing situations.
● Bachelor's degree or equivalent.

Preferred Qualifications:

● Experience in community engagement or community service programs.
● Experience coordinating programs, services or departments.
● Experience collaborating with community partners (nonprofits, social service agencies, K-12 schools) on service and/or community engagement activities.
● Experience making public contacts and relationship building and/or experience supporting student success, preferably at the college level.
● Experience collecting data and assessing programs.
● Experience developing and implementing programs.
● Student services related to internship procurement and placement, career advising, and/or student success.

**Application Instructions:** To apply, submit resume, cover letter, list of references (3) with contact information, along with the [Cal Poly Humboldt SPF Employee Information Form for Applicants](mailto:Kathy.thornhill@humboldt.edu) (signed in two places) to Kathy.thornhill@humboldt.edu.

If you have any questions regarding this position, email Kathy.thornhill@humboldt.edu.

**Application review date: July 27, 2022**

Cal Poly Humboldt Sponsored Programs Foundation (SPF) is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or email hsuf@humboldt.edu for assistance.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Cal Poly Humboldt SPF employees who apply for this position.