(PD-3975) Black Academic Excellence Center Coordinator

**POSITION INFORMATION**

**Internal Team:**
SL-SAD&B-Black Acad Excellence Ct - 209300

**Job Code/Employee Classification:**
SSP 1

**MPP Job Code:**
No position selected.

**CSU Working Title:**
Black Academic Excellence Center Coordinator

**Reports To:**
AVP Diversity & Inclusion

**Campus:**
San Luis Obispo

**Division:**
Student Affairs

**College/Program:**
SA - Diversity & Inclusion

**Department:**
SA - Diversity & Inclusion - 140010

**FLSA Status:**
Exempt

**POSITION DESIGNATION**

**Mandated Reporter:**
Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**Conflict of Interest:**
None

**NCAA:**

- [ ] Yes
- [ ] No

**Is this a Sensitive Position?:**

- [ ] Yes
- [ ] No

**Job Summary/Basic Function:**
Under direct supervision of the Director of Student Diversity and Belonging, and with lead work direction from the BAEC Coordinator, this position provides support services to BAEC participants and assists in conducting outreach to affinity clubs and organizations to support the transition and retention of African-American students at Cal Poly. This position helps to create a community for African-American students where they are connected and empowered to succeed. This Coordinator will design strategic programs and initiatives using research-based best practices to close the Equity Gap for African-American students. This position will ultimately provide program oversight and coordination; monitor program expenditures to ensure a balanced program budget.

**Minimum Qualifications:**
Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or a job related field. One year of experience in professional Student Services work at the entry trainee level.

Equivalent amounts of graduate level job related education may be substituted for the required experience.

Additional specialized experience during which the applicant has acquired and successfully applied the required knowledge and abilities may be substituted for the required education on a year for year basis.
Required Qualifications:

- Working knowledge of the practices, procedures and activities of the program to which assigned.
- Demonstrated knowledge of the methods and problems of organizational and program management.
- Knowledge of program assessment tools for conducting research and analysis of program educational outcomes and impact of programs.
- Ability to obtain information through various tools and collect, compile, analyze and evaluate data.
- General knowledge of the principles of individual and group behavior.
- Ability to collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
- Ability to speak publicly to large groups.
- Ability to advise students individually and in groups on routine matters where required.
- Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
- Ability to use initiative and resourcefulness in planning work assignments and implementing long-range program improvements.
- Ability to organize, evaluate, and coordinate day-to-day and long range events/plans.
- Ability to recognize multicultural, multi-sexed and multi-aged value systems and other non-traditional or underserved student populations, and work accordingly.
- Demonstrated ability to initiate, establish, and foster communication, teamwork as well as maintain effective working relationships with a diverse population who come from a variety of cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational, delegation and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Demonstrated ability computer skills and proficiency with a variety of computer applications.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Thorough knowledge of the principles of individual and group behavior.
- Ability to analyze complex situations accurately and adopt effective courses of action.
- Ability to advise students individually and in groups on complex student related matters.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of an argumentative or sensitive nature.
- Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem, draw valid conclusions and project consequences of various alternative courses of action.
- Ability to carry out a variety of professionally complex assignments without detailed instructions.
- Ability to establish and maintain cooperative working relationships with a variety of individuals.

Preferred Qualifications:

- Professional work experience at the post-secondary level highly preferred.

Special Conditions:

- Must be willing and able to work occasional extended work weekdays and weekends.
- Must be willing to accept reassignment of duties if needed and to participate in cross training.
- Must be willing to travel and attend training sessions related to policies, procedures and technological advancement as it pertains to position requirements.
- This position classification has been defined as "non-Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- Must be able to successfully pass a pre-employment background/fingerprint check.

License / Certification:

None

Supervises Employees:

☐ Yes ☐ No

Job Duties
JOB DUTIES

% of time | Duties / Responsibilities | Essential / Marginal
--- | --- | ---
90

- Build 1:1 relationships with students to create a community of support by contacting African-American/Black student participants from the time of admission through graduation.
- Design strategic programs and initiatives using research-based best practices to close the Achievement Gap for African-American students.
- Provide pro-active student support (in individual and group settings) which considers questions and issues beyond the scope of presenting concerns or problems. Such support involves general counseling techniques and may concern career, learning, financial aid, campus life and/or related issues and includes follow-up.
- Troubleshoot student issues and concerns by interpreting and evaluating situations. Assist in initiating student action and providing support for an effective course of action with plans for resolution.
- Participate in pre-enrollment activities, such as those provided by Open House, Poly Cultural Weekend, Student Life Orientation (SLO Days), Summer Institute and Week of Welcome.
- Initiate accurate and appropriate campus and community referrals.
- Complete student records and documentation for student contacts. Prepare reports regarding personal counseling.
- Prepare and make verbal and written presentations.
- Communicate with BAEC students regarding key policies and procedures, deadlines, scholarships, etc.
- Maintain current knowledge of the climate and issues affecting African-American students on campus and in higher education settings.
- Maintain up-to-date knowledge of financial aid requirements and student issues regarding multi-cultural, low-income and first-generation college students.
- Plan and coordinate the African-American Commencement Ceremony
- Be available to campus leadership to advise on diversity efforts in a positive and pro-active manner.
- Keep current on student issues regarding diversity, first-generation college and socio-economic status issues.
- Deliver key program activities such as program orientation, lead collaborative team meetings and initiatives, and help coordinate all on-going program activities, etc. for BAEC.
- Analyze and evaluate information and make recommendations for future planning.

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- Resolve conflicts, facilitate communication between staff and notify management as necessary.
- Maintain up-to-date knowledge of financial aid requirements, programs and revisions, curriculum revisions and changes for assigned counseling population, admissions requirements, etc.
- Participate in Student Diversity and Belonging core meetings and activities.
- Participate in computer and other technological training required by department.
- Participate and represent the department in assigned Student Diversity and Belonging, Student Affairs and other university committees and activities.
- Other duties as assigned.

 Marginal

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