



POSITION DESCRIPTION

Department:	Student Affairs, Diversity and Belonging
Classification Title:	Student Services Professional IB
Working Title:	Black Academic Excellence Center Assistant Coordinator
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

Student Diversity and Belonging (SDAB) is a collaborative sub-division of community centers that serve an active role in creating a culturally enriching environment at Cal Poly’s campus and in San Luis Obispo. We instill understandings of diversity and inclusive excellence by facilitating identity-affirming spaces of belonging and student-centered programming, student support services, and peer educational learning opportunities. Our unit is comprised of the following campus community centers: Black Academic Excellence Center (BAEC), Dream Center, Gender Equity Center (GEC), Latinx/e Center for Academic Success and Achievement (La CASA), MultiCultural Center (MCC), Men & Masculinities Center, Native American and Indigenous Cultural Center (NAICC) and Pride Center.

Under general supervision of the Assistant 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 students within the Black diaspora at Cal Poly. This position helps to create a community for these students where they are connected and empowered to succeed. This Assistant Coordinator will assist with strategic programs and initiatives using research-based best practices to close the Equity Gap for Black-identifying students. This position will ultimately support with program oversight and coordination.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
1. Build relationships with Black-identifying student participants to create a community of support.		
2. Support the BAEC Coordinator with strategic programs and initiatives using research-based best practices to close the Achievement Gap for Black-identifying students.		
3. Provide proactive student support (in individual and group settings) including, sharing resources provided by the career services department, , financial aid office, and campus life opportunities		
4. Notify coordinator of student issues and concerns by interpreting and evaluating situations. Provide support for an effective course of action with plans for resolution.		
5. Participate in pre-enrollment activities, such as those provided by Open House, Poly Cultural Weekend, Student Life Orientation (SLO Days), CORE and Week of Welcome.		
6. Initiate accurate and appropriate campus and community referrals.		
7. Complete student records and documentation for student contacts. Prepare reports regarding personal counseling.		

8. Communicate with BAEC students regarding key policies and procedures, deadlines, scholarships, etc.
9. Maintain current knowledge of the climate and issues affecting Black-identifying students on campus and in higher education settings.
10. Support BAEC Coordinator in executing the Black Commencement Ceremony.
11. Be available to support campus leadership on diversity efforts in a positive and pro-active manner.
12. Keep current on student issues regarding diversity, first-generation college and socio-economic status issues.
13. Support key program activities including, but not limited to: Heritage Month programming, cross-center collaborations within SDAB, and other quarterly programming (roundtable talk discussions and Black Womxn Wellness Week).
14. Support BAEC Coordinator on programming assessment efforts and provide quarterly newsletter and other communications for the Black student community.

Related Job Functions

As Needed

10%

1. Resolve conflicts, facilitate communication between student staff and notify management as necessary.
2. Participate in Student Diversity and Belonging core meetings and activities.
3. Participate in computer and other technological training required by department.
4. Participate and represent the department in assigned Student Diversity and Belonging, Student Affairs and other university committees and activities.
5. Other duties as assigned.

Required Education, Experience, and Credentials

Education and Experience:

- 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.

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

- Working knowledge of the practices, procedures and activities of the program to which assigned.
- Working knowledge of the methods and problems of organizational and program management.
- Ability to reason logically, draw valid conclusions and make appropriate recommendations.
- General knowledge of the principles of individual and group behavior.
- 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 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 various 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 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 interpret and apply program rules and regulations.
- 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 establish and maintain cooperative working relationships with a variety of individuals.

Preferred Skills and Experience

- 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.

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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SUPERVISOR: I certify that all statements on this form are complete and accurate.

KRISTINE GUZMAN ASSISTANT DIRECTOR, STUDENT DIVERSITY AND BELONGING	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

TANAISHA COLEMAN, DIRECTOR OF STUDENT DIVERSITY AND BELONGING	SIGNATURE	DATE
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HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: SSP IB
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 3079/2
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R04
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: LD
Recruitment Number: _____		Date: 8/2/24