

**Student Support Services Officer (Restricted)
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=242946>

Downloaded On: Aug. 10, 2024 1:21pm

Posted Aug. 9, 2024, set to expire Aug. 29, 2024

Job Title Student Support Services Officer (Restricted)
Department Outreach
Institution San Diego Community College District
San Diego, California

Date Posted Aug. 9, 2024

Application Deadline 08/29/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Student Affairs

Apply Online Here <https://apptrkr.com/5507304>

Apply By Email

Job Description

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Student Support Services Officer (Restricted)

San Diego Community College District

Closing Date: 8/29/2024

Position Number: 00120520

Location: San Diego City College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 08/29/2024 Open Until Filled No Classification Title Student Support Services Officer (Restricted) Working Title Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Student Success Coordinator (Restricted) Recruitment Limits Location San Diego City College Pay Information
This is a restricted position and employment and benefits will end once funding has been exhausted

Range 4 (\$7,016.86-\$11,429.72) per month based on the 2024 Supervisory and Professional Employees' Association

New employees will begin on Step A (\$7,016.86). Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE Job Duration 12 Months Position Number: 00120520 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Supervisory Range 4 Position Type Academic Department Outreach The Position Applications are being accepted for the Asian American, Native Hawaiian and Pacific Islander (AANHPI) Student Success Coordinator at San Diego City College. One of three credit colleges in the San Diego Community College District, City College is an urban campus dedicated to Social Justice, Diversity, Equity, and Inclusion. City College provides academic and vocational offerings to meet the needs of a diverse student population. **This is a restricted position and employment and benefits will end once funding has been exhausted.**

Under the direction of the Dean of Outreach and Enrollment Services the AANHPI Student Success Coordinator will coordinate and provide culturally responsive services to enhance student educational experiences and promote higher education success for low-income, underserved, and first-generation AANHPI students and other underrepresented students while working towards meeting the services guidelines of the California Community Colleges Asian American, Native Hawaiian, and Pacific Islander Student Achievement Program (AANHPI SAP). The AANHPI Student Success Coordinator

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will work collaboratively with student and instructional services to provide intentional, equity-minded services and programs to support AANHPI student engagement, persistence, retention, and success. This position will also work specifically with the Title III Asian American, Native American, and Pacific Islander Serving Institution (ANAPISI) grant staff to develop and lead culturally responsive, integrated academic student support systems, maximize collaboration, intentionality, and minimize duplication of efforts to serve AANHPI students.

The hours are traditionally 8:00 a.m. to 5:00 p.m., Monday through Friday. Selected candidate must be willing to adjust work days/hours based on the department/program's needs. Major Responsibilities

- Collaborate with faculty, classified professionals, administrators, and students on equity-minded practices with a strengths-based approach focused on AANHPI students' needs.
- Organize, coordinate, and participate in academic, cultural, and mental health, and career focused events, workshops, and presentations to support AANHPI students.
- Participate in student outreach and recruitment events promoting AANHPI focused supports and services including the Inclusive City Achievement Network (ICAN) learning community.
- Prepare resource materials of AANHPI focused supports and services at City College to be shared with students and campus community.
- Support the development and collection AANHPI student data through multiple touch points.
- Assist in analyzing student and services data and prepare reports.
- Assist with AANHPI SAP budget monitoring.
- Oversee the maintenance and daily operations of the AAPI student center.
- Train, supervise, and provide work direction to hourly staff.
- Work collaboratively with faculty, classified professionals, and administrators within the College, across the District, as well as the District Office.
- Participate in local and regional committees, workgroups, convenings focused on AANHPI student support and success.
- Participate in and represent City College in a variety of College and District meetings.

Qualifications Any combination of training and experience equivalent to: Master's Degree in Education, Counseling, Public Administration, Business, or related field and three years of administrative experience in an educational organization or social program that services a similar population or program. The following are also required for this academic/educational administrator assignment: 1) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment; OR,

1) Two (2) years of recent management experience in an institution of higher education. Desired Qualifications

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- Both of the following: (a) Master's degree; AND (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
- Knowledge of economic and social barriers similar to those confronting the Asian American, Native Hawaiian, and Pacific Islander student population.
- Understanding of equity-minded student success practices.
- Background in providing services and supports from a strengths-based approach for diverse student populations.
- Ability to assess, prioritize, and perform position responsibilities independently using problem-solving and personal initiative.
- Ability to conceptualize, plan, and implement educational and cultural programs and student support services.
- Ability to coordinate program activities and services with other sites, districts, and community programs.
- Ability to develop motivational and/or informational workshops targeting student success.
- Ability to think through complex systems and provide innovation and input into established and new processes.
- Ability to establish and maintain effective working relationships with others.
- Excellent oral and written communication skills.

Equivalency Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application. Licenses/Certificates/Credentials: Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Working Conditions Physical Requirements: Category III

Environment: Favorable, usually involves an office. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Letter of Interest;

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3. Resume;
4. Three (3) professional references listed within the online application; AND,
5. Unofficial Transcripts.
6. Foreign Degree Evaluation (required if applicable).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or

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CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment. Posting Number AC01063 Indicate budget number(s)

Major Responsibilities:

- Collaborate with faculty, classified professionals, administrators, and students on equity-minded practices with a strengths-based approach focused on AANHPI students needs.
- Organize, coordinate, and participate in academic, cultural, and mental health, and career focused events, workshops, and presentations to support AANHPI students.
- Participate in student outreach and recruitment events promoting AANHPI focused supports and services including the Inclusive City Achievement Network (ICAN) learning community.
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- Participate in local and regional committees, workgroups, convenings focused on AANHPI student support and success.
- Participate in and represent City College in a variety of College and District meetings.

Qualifications:

Any combination of training and experience equivalent to: Masters Degree in Education, Counseling, Public Administration, Business, or related field and three years of administrative experience in an educational organization or social program that services a similar population or program. The following

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Desired Qualifications:

- Both of the following: (a) Masters degree; AND (b) One year of formal training, internship, or leadership experience reasonably related to the administrators administrative assignment.
- Knowledge of economic and social barriers similar to those confronting the Asian American, Native Hawaiian, and Pacific Islander student population.
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Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Outreach

San Diego Community College District

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