



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Application Deadline: April 3, 2020; 5:00 p.m.

STUDENT EQUITY AND ACHIEVEMENT SPECIALIST

12 months/year; 40 hours/week

Categorically Funded

Full Benefit Package: Health, Dental, Vision, Prescription, Life Insurance; fully paid by the District Retirement Plan with CalPERS

BASIC FUNCTION:

Under the general direction of appropriate supervisor, supports the implementation of the student services activities outlined in the college's Equity Plan and as well as other equity related activities in support of Mendocino College's Guided Pathways framework. The Student Equity & Achievement Specialist will coordinate and assist with activities and events; focused on the support of student groups identified by the Equity Plan.

REPRESENTATIVE DUTIES:

Provides support to students at the Native American Student Resource Center; assists in coordinating student mentors and tutoring support for students at the center; assists in the operational and planning for the support of student success at the center.

Assists in providing training and guidance to student mentors and tutors, in collaboration with the FYI and Learning Center staff, in support of services provided at the Native American Student Resource Center.

Assists in assessing student needs, in collaboration with the Equity counselor, and providing targeted services to underrepresented student groups identified in the College's Equity Plan.

Assists in maintaining the District's Equity Lending Library in collaboration with multiple programs and library staff; provides information to students about the Lending Library; tracks student use of Lending Library resources including equipment checkout.

In collaboration with the Equity Counselor, assists in coordinating interventions to identified underrepresented student groups; sends notifications to target student groups to promote academic success strategies; assist in the collection and entry of data to ensure student services are recorded.

Provides assistance in the implementation and coordination of the District's Student Success and Equity Plans. Assist in the data collection and data entry for the assessment of how the District is meeting the objectives within the plans.

In collaboration with appropriate supervisor, monitors the annual Student Equity and Achievement Program budget to ensure that expenditures adhere to institutional and Chancellor's Office guidelines.



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Supports the implementation of the matriculation initiatives (orientation, follow-up support, outreach, etc.) in cooperation with the counseling department and other areas. Assists students in resolving academic and registration eligibility problems; and assists with the coordination of probation/disqualification intervention strategies and referrals in collaboration with the Equity Counselor.

Represents the college to the public; establishes contact with the local community public, agencies, school principals, counselors, teachers, business organizations, service organizations, cultural entities, and the media as needed in support of equity related activities.

Provides assistance in the review and evaluation of all components of the Equity Plan, to ensure compliance with the plan, applicable District policies, federal and state codes and regulations.

Assists with the collection and analysis of data for program review and assessment of student learning and service area outcomes. This includes assisting in monitoring student follow-up and academic progress related to student success goals; identify and notify students of progress.

Coordinates and leads the annual Native American Heritage Celebration and Native American Motivational Day planning workgroups; monitors budget for the event. Supports coordination of other cultural events in support of students identified by the Equity Plan.

Works with supervisor and Public Information department to develop and plan marketing and outreach services to promote equity related projects and activities; provides support and information for the development of promotional materials.

Maintains current resources and equipment for student use.

Prepares, maintains and distributes a variety of reports, forms, applications, lists, instructional materials, requisitions, schedules, fliers, calendars, manuals, handbooks, announcements, newsletters, handouts and other documents.

Attends meetings and conferences.

Performs other duties as assigned.

QUALIFICATIONS:

ABILITY TO:

Work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population; give presentations to individuals and groups; communicate effectively in English, both verbally and in writing.
Accurately maintain computerized and other files and records



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Compose and prepare correspondence and other communications
Analyze situations accurately and take effective action according to established guidelines
Exercise initiative and independent judgment
Establish and maintain cooperative and effective working relationships with others
Deal effectively with a wide variety of personalities in situations using sound judgment
Work confidentially with discretion
Follow verbal and written directions
Work independently with little direction
Communicate effectively both verbally and in writing
Meet schedules and timelines
Complete work with interruptions and distractions
Occasionally work flexible hours including evenings and weekends

KNOWLEDGE OF:

Modern office equipment
Word processing, spreadsheet, and data base software
Correct English usage, grammar, spelling, punctuation, vocabulary
Interpersonal skills using tact, patience, and courtesy
Verbal and written communication skills
Family Educational Rights and Privacy Act of 1974 (FERPA)
Methods, practices, terminology, guidelines and procedures used in executing equity-related activities and projects.
Computerized student information systems and related software applications.
Pertinent federal, state, and local laws and regulations concerning programs and services.
California Community College Certificate and degree requirements.
College application and enrollment procedures.
Student services available at the college
Funding sources, requirements and services available to students from other agencies.
Budgeting practices regarding monitoring and control.
Community College and Transfer program requirements.

EDUCATION:

AS/AA Degree required
BA/BS Preferred

EXPERIENCE:

Experience in an educational setting and working with community agencies. Experience presenting workshops to individuals and groups. Experience with event planning preferred.



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LICENSE OR CERTIFICATE:

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California Driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Position requires travel to other District campuses and area community organizations.

WORKING CONDITIONS:

Resource Center environment; subject to interruptions and distractions.

Physical demands include sitting, standing, reaching, bending, walking, and occasional light lifting (up to 15 lbs.).

ASSIGNMENT/SALARY/BENEFITS: The monthly salary range is \$3,805 - \$4,758 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays annually.

APPLICATION PROCEDURE: By April 3, 2020; 5:00 p.m., submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at HRrecruiting@mendocino.edu or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/college/employment/employment-application-forms>
- A letter of interest that succinctly addresses how your experience and professional qualifications prepare you for this position, also include how your background demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students and employees. (1-2 pages)
- A written response as directed below (one page maximum):

Please review the Mendocino College Student Equity plan (<https://www.mendocino.edu/student-services/student-equity-and-achievement>) and briefly discuss, in writing, your ideas for complementing our efforts to close the achievement gaps.
- Resume
- Contact Information for 3 professional references (no letters please)



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Incomplete application packets will not be forwarded to the selection committee.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.