



Date of Board Meeting: June 18, 2024

Subject: Title V HSI Grant Reorganization

Recommendation: Approve Reorganization of Title V HSI Grant

Background and Rationale:

The request is to combine the Title V HSI Student Success Assistant (\$31,025) and the vacated Title V HSI Engagement and Communications Facilitator (\$45,859) to create the **Title V HSI Student Success and Communications Specialist** (\$35,825).

The duties of the Engagement & Communications Facilitator include implementation, training, and management of all software used in the Academic, Career, and Transfer Advising Center (Center). The position is responsible for ensuring students have virtual access to all tools and resources offered in the Center and for creating virtual orientations and presentations. Now that the Center is well established, communication and technology duties are handled by all employees in the Center. Additionally, combining duties of two grant positions is an important step toward institutionalization of advising practices which improves departmental operations and decreases the cost of absorbing the grant when it ends.

The unused grant funds will be reallocated toward implementation of grant objectives such as the Degree Works project.

Cost and Budgetary Support: No additional cost in FY24 or FY25 due to revision of current positions

Strategic Priority Alignment:
 Student Success Community Impact
 Resource Optimization Institutional Excellence

Resource Person(s): Dr. Mike Adkins, Director of Academic and Career Advising


Signatures:



Originator

6/12/24

Date

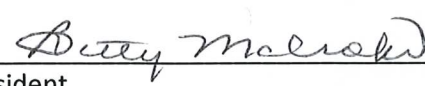


Cabinet-Level Supervisor

6-12-24

Date

President's Approval:



President

6-12-24

Date



**JOB DESCRIPTION
Human Resources Department**

JOB TITLE: Title V HSI Student Success and Communications Specialist (Temporary Grant Funded Position)	FLSA: Non-Exempt GRADE: GNT-P15 NBAPOSN: GNS04T
LOCATION: Wharton Campus	EFFECTIVE DATE: August 30, 2021 REVISION DATE: April 5, 2024
REPORTS TO: Title V HSI Grant Project Director	

PURPOSE AND SCOPE:

The Title V HSI Student Success and Communications Specialist performs complex secretarial and administrative functions to assist the Director in carrying out his/her duties as well as managing the complex communication and marketing needs of the department. This position is distinguished from other secretarial positions by the level of student and departmental support provided through communication, marketing, and work on virtual resources as well as knowledge and functions needed to support the Title V HSI Grant Project Director.

ESSENTIAL JOB FUNCTIONS:

1. This position performs routine general responsibilities of a secretary to include support for employees reporting directly to the Director.
2. This position provides confidential administrative support to the Title V HSI Grant Project Director on significant and/or sensitive issues related to the grant or the College.
3. This position interfaces with administrators, and college employees, answering questions and obtaining and dispensing information on behalf of the Director.
4. This position maintains the office in the absence of the Director by taking action authorized and using judgment to see that matters requiring attention are referred to delegated authority(s) or handled in a manner minimizing the effect of the Director's absence. This position transmits the Director's instructions to others during his/her absence from campus.
5. This position serves as assistant building supervisor and reports Advising, Career and Transfer Center building problems to the appropriate department. Receives

emergency messages, disperses to appropriate person(s), or secures emergency help for students and others on campus as needed.

6. This position coordinates, implements, and provides support for a variety of unique functions, programs, and/or special events under the supervision of the Director, such as University Transfer Fair, Career Fair, Career and Transfer workshops, Pathways Career & Transfer Summer Bridge and other special events as needed.
7. This position assists in updating all grant records for compliance including but not limited to time and effort reports, monthly progress reports, inventory logs, career and transfer service usage reports, and programmatic documentation and publications under the purview of the Director.
8. This position is responsible for monitoring budget expenditures, creating purchase orders, and preparing transfer requests.
9. This position maintains employee records of the staff reporting directly to the Director.
10. This position serves, as requested by the Director, as designated representative on various College Committees and may also serve as Secretary to Committees presided over by the Director.
11. This position assists with the implementation and training of software tools used in the Career and Transfer Centers.
12. This position is responsible for managing departmental communications via the departmental main phone line and email address.
13. This position is responsible for maintaining the accuracy of the Career and Transfer Center's related websites and online software/tools ensuring that they are up to date, work properly, and are marketed to students.
14. This position is responsible for communicating information about workshops and virtual resources to students and help students connect with the appropriate resources in the Career and Transfer Center and across campus.
15. This position executes other duties or tasks as assigned by the Director.

KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a high school diploma or equivalent. This position also requires two years of comparable office work experience in a higher education setting or a grant position. Exceptional customer service skills and interpersonal skills are required. The person in this position must be proficient in the use of computers and related software for word processing, spread sheets, database management, and have experience creating virtual presentations/videos. This position requires creativity and the ability to create

marketing materials such as content for flyers and pamphlets. This position requires the ability to handle multiple tasks concurrently and with frequent interruptions. Strong organizational skills, initiative towards completion of assignments, and excellent follow through skills on all assignments and projects is required. The person in this position must have the ability to handle confidential information and the ability to work with minimal supervision. Experience working with economically and educationally disadvantaged populations and an ability to speak and understand Spanish is desired. A criminal background check is required.

SUPERVISION OF OTHERS:

The Title V HSI Student Success and Communications Specialist , when designated, is responsible for supervision of part time and student workers.

SUPERVISION AND DIRECTION RECEIVED:

The Title V HSI Student Success and Communications Specialist is responsible and accountable to the Director for fulfilling the objectives, standards and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

The Title V HSI Student Success and Communications Specialist uses a personal computer workstation running in a Microsoft Windows environment, printer, photocopier, facsimile, scanner, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with the community and local and state agencies.

Internal contacts of this position are administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position requires the ability to work independently under pressure handling multiple tasks simultaneously. The person in this position must be able to make decisions requiring independent judgment, maintain confidential information, interpret and apply administrative and departmental policies, regulations, and rules, understand and follow complex oral and written instructions, compose correspondence independently and handle emergency situations as they arise in the office. This position requires sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer. This position requires the person to be a team player and establish professional working relationships with College employees and the general public. A high degree of judgment, tact, and discretion must be demonstrated at all times. The person in this position must

have a demonstrated commitment to the mission of a comprehensive community college and be able to function effectively to achieve the College's goals.

WORKING CONDITIONS:

This position is performed primarily in a climate-controlled office environment with minimal exposure to atmospheric conditions and safety hazards. Job duties require little physical effort with light lifting for filing and shredding. This position may at times require evening and weekend work. Infrequent travel and occasional use of a personal vehicle is required in this position.

LAST MODIFIED: April 5, 2024

Employee's Signature

Date

Supervisor's Signature

Date

Initials