

# Faculty Coordinator for Guided Pathways

**Overview of Position**

The Faculty Coordinator position is a critical role for the successful development and implementation of Guided Pathways at Berkeley City College.

The Faculty Coordinator serves as the point of contact for the following aspects of Guided Pathways at BCC: planning, coordination, implementation, infrastructure support and collaboration among faculty, students, staff and administrators. This assignment is for the academic year 2019-20 and is dependent upon meeting milestones and institutional outcomes related to Guided Pathways.

With the Guided Pathways Design Team and Work groups, this position will support coordination and facilitation of BCC’s Guided Pathways Design Team, which includes Work group co-leads and from each of the three Workgroups as well as the Academic, Classified and Student Senate leadership. The Faculty Coordinator will facilitate to engage BCC’s participatory Governance Committees in the process as appropriate. The Faculty Coordinator will lead the completion of state reports and overall implementation of Meta-Major and Pathways development.

# Reporting

Vice President of Instruction, Vice President of Student Services, administrative support for Guided Pathways Design Team

# Job Duties and Responsibilities

* Utilize the GP framework and self-assessments to advance the implementation of GP at BCC.
* Collaborate with instructional faculty, counseling faculty, classified staff, and administrators to support and complete program and degree mapping efforts.
* Work with key departments/areas as well as BCC’s participatory governance committees to modify infrastructure to benefit students based on the main tenets of GP.
* Prepare GP reports, present to governance groups, and submission to the State Chancellor’s Office.
* Increase visibility and engagement in GP through maintaining the GP website, regularly communicating with the campus community regarding GP, presenting/facilitating dialogues, and conducting results-oriented work sessions.
* Serve as chair of the GP Design Team composed of faculty, staff, students, and

Administrators from the Work Groups and Participatory Governance leads. 1

* Attend related professional development conferences, workshops, and training when possible, provide training and other sessions to the BCC community based on the information provided at these professional development opportunities.
* Represent the college at regional and state meetings as needed.
* Attend to any other needs or requirements related to Guided Pathways as directed by the Vice Presidents or Design Team
* Leads with a student equity and social justice approach

# Desirable Knowledge, Skills and Abilities

1.                  Knowledge of Guided Pathways principles, practices and state expectations

2.    Ability to facilitate dialogue and build community amongst campus constituencies and individuals while accomplishing goals

3.                  Experience in managing budgets, report writing, and meeting deadlines

4.                  Project management experience in an academic environment

5. Familiar with CCCCO Vision for Success, Student Centered Funding Formula, and the Student Equity

and Achievement program.

# Assignment Duration and Reassigned Time

0.4 FTE: 2019-2020 (Including some hours in summer 2020)

# How to Apply

Submit one-page letter of intent along with a resume to Jasmine Martinez ([jmartinez@peralta.edu](mailto:ytong@peralta.edu)) by Friday, October 25, 2019.

Any questions regarding BCC Faculty ALO, contact Kuni Hay, Vice President of Instruction [khay@peralta.edu](mailto:khay@peralta.edu) or Stacey Shears, Vice President of Student Services at sshears@peralta.edu.

2