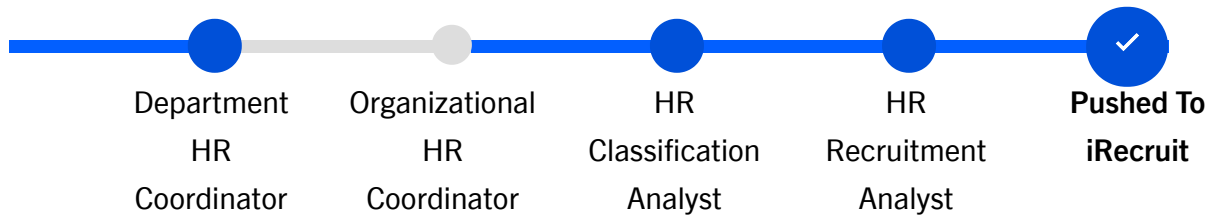


# STDT LIFE DEV

## SPEC 3

Recruitment ID: 27014486 | JD ID: 27014489 | Job Code: 004564



### General Information

**Working Title:** Black Student Success Coordinator

**Personnel Program Code:** Professional & Support Staff

**Department:** Undergraduate Education

**Department Head:** Ken Baerenklau

**Supervisor:** Ken Baerenklau

**FLSA:** Exempt

**HEERA Code:** All others, Not Confidential

**Grade:** 19

### Position(s) Directly Supervised (if applicable)

Job Code	Job Title	FTE
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### Generic Scope

Experienced professional who knows how to apply theory and put it into practice with in-depth understanding of the professional field; independently performs the full range of responsibilities within the function; possesses broad job knowledge; analyzes problems/issues of diverse scope and determines solutions.

### Custom Scope

Using knowledge and skills as a seasoned, experienced Student Services professional, performs the full range of duties and responsibilities within a Student Life specialization. Assesses situations and determines appropriate action or referral. Works independently under general supervision to provide information and interpretation of complex policies, procedures and regulations. Identifies and responds to student needs for programs, services, and crisis intervention.

## Level of Supervision Received

**General Supervision** - The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

## Position Custom Scope

Under the direction of the Vice Provost and Dean for Undergraduate Education (VPDUE) and in collaboration with the Vice Chancellor for Student Affairs (VCSA), the Black Student Success Coordinator is responsible for implementing a suite of programs designed to increase retention, shorten time to degree, enhance sense of belonging, and generally improve the holistic success of UCR's Black students. The Coordinator will work with the VPDUE and the VCSA to develop organizational objectives, goals, and plans for improving outcomes for UCR's Black student population. The Coordinator will be a content expert on topics related to the success of Black students, and will possess the skills to effectively collaborate with UCR's schools, colleges, and other campus stakeholders, including the University Innovation Alliance and African Student Programs, to achieve successful implementation. The Coordinator will be primarily responsible for ideation, grant writing, program implementation, progress tracking, and reporting.

## Key Responsibilities

Description	% Time
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Description	% Time
<p>Independently provides the full range of support services for a student program(s) and/or provides the full range of academic support services for a residential complex.</p> <ul style="list-style-type: none"> <li>• <i>Coordinates programs to support the academic success, retention and graduation of Black students. Meets with Black students individually and in small groups to assess student needs, strengths/challenges and provide guidance/intervention to problem solve and support student success. Coordinates and leads special retention initiatives targeting Black students.</i></li> </ul>	35 %
<p>Develops and maintains relationships with internal and external organization stakeholders critical to program success.</p> <ul style="list-style-type: none"> <li>• <i>Communicates with Student Affairs, College Department Advisers, and other colleagues on campus to track and resolve student issues. Engages with faculty and staff to advocate on behalf of Black students and seek resolution to issues impacting the retention and graduation pathway of Black students.</i></li> </ul>	15 %
<p>Provides ongoing transformational advising and development to student leaders participating in student government, co-curricular programs and/or organizations on a wide range of issues. Advises student leaders on complex and sensitive issues. Brings extensive knowledge to a student generated field of interest and supports, guides and mentors students in formulating projects related to those issues. Guides students in interaction with campus leaders and represents students on these issues when appropriate. Coaches student leaders on communication and leadership skills.</p>	10 %
<p>Independently resolves moderate complex individual cases regarding student affairs or student life.</p>	10 %

Description	% Time
<p>Assesses retention strategies using systematic review by defined research questions and collecting and summarizing empirical evidence. Prepares monthly, quarterly and annual reports documenting patterns and trends in student cases and emerging best practices in serving students.</p>	10 %
<p>Provides recommendations, reports, and metrics on feasibility of new and current programs.</p>	5 %
<p>Administers a limited public service program, providing such services as working with outside agencies to refer students and develop programs to work in public service roles; identifying resources for student volunteer opportunities; matching student volunteers with outside public service agencies. Provides education, training and reflection opportunities to students engaged in public service.</p>	5 %
<p>Manages a large a student services business or multiple services. Recommends new business opportunities. Participates in long range planning and development and new initiatives.</p>	5 %
<p>Participates in the adjudication process for student conduct cases of moderate complexity. Interviews witnesses and writes up findings regarding alleged conduct violations. Provides guidance to lower level staff. Consults with higher level professionals as needed. Makes recommendations for sanctions.</p>	5 %
<p>May supervise clerical and/or student staff.</p>	0 %

## Education & Experience

### Education Requirements

Degree	Requirement
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<b>Degree</b>	<b>Requirement</b>
Bachelor's degree in related area and/or equivalent experience/training.	Required
Master's degree.	Preferred

## Experience Requirements

<b>Experience</b>	<b>Requirement</b>
4 - 7 years of related experience.	Required

## Licenses Requirements

<b>License</b>	<b>Requirement</b>
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## Certifications Requirements

<b>Certification</b>	<b>Requirement</b>
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## Educational Condition Requirements

<b>Educational Condition</b>	<b>Requirement</b>
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## Knowledge, Skills & Abilities

<b>Description</b>	<b>Requirement</b>
Thorough knowledge of advising and counseling techniques.	Required
Thorough knowledge of Student Affairs/Student Life specialization.	Required
Knowledge of student issues impacting a campus population, including national trends, policies, and concerns affecting Black student success.	Required

Description	Requirement
Strong program, planning, organizational and time management skills sufficient to independently set priorities, coordinate and complete a number of competing assignments with established deadlines.	Required
Demonstrated skills with student development practices in higher education and mentoring/empowerment of students.	Required
Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.	Required
Ability to develop original ideas to solve problems.	Required
Abilities in project management, problem identification and reasoning skills.	Required
Skill in working as part of a team and collaborating with colleagues.	Preferred
Demonstrated ability to work with individuals and groups with a wide array of identity and life experiences, including gender, disability, class race/ethnicity, sexual orientation, culture, religion, etc.	Preferred
Strong knowledge of common University-specific computer application programs and knowledge of University and departmental principles and procedures involved in risk assessment and evaluating risks as to likelihood and consequences.	Preferred

## Special Requirements & Conditions

Special Requirements & Conditions	Requirement
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## Environment

### Working Environment

- Campus

# Items Used & Other Requirements

## Items Used

- Standard Office Equipment

## Physical Requirements

- **Bend:** N/A
- **Sit:** Frequently
- **Squat:** N/A
- **Stand:** Occasionally
- **Crawl:** N/A
- **Walk:** Occasionally
- **Climb:** N/A

## Mental Requirements

- **Read/Comprehend:** Constantly
- **Write:** Frequently
- **Perform Calculations:** Occasionally
- **Communicate Orally:** Constantly
- **Reason & Analyze:** Constantly

## Environmental Requirements

- **Is exposed to excessive noise:** No
- **Is around moving machinery:** No
- **Is exposed to marked changes in temperature and/or humidity:** No
- **Drives motorized equipment:** No
- **Works in confined quarters:** No

- **Dust:** No
- **Fumes:** No

# Critical Position

Is Critical Position: No