



Grads to Be Program: Project Lead (PE)

Position Description 2024

College:	Fullerton College
Department:	Grads to Be Program – Student Development and Engagement Department
Position Title:	Projects Lead (part-time)
About the Program	The Grads to Be (G2B) Program is housed under the Student Development and Engagement Department, which consists of four areas that include the Cadena Cultural Center, G2B, LGBTQIA2S+ Resource Program, and the Umoja Community Program. For the Spring 2024 semester, G2B , which supports our AB 540/undocumented students and students in mixed status families, is hiring one <u>(1) part-time position (Max 26 hours per week).</u>
Essential Qualifications:	<ul style="list-style-type: none"> • Must have obtained a Bachelor's degree. • Multicultural competency, experience, and a strong desire to support diverse groups of students with special <u>emphasis on immigrant and undocumented students.</u> • Familiar and knowledgeable about online platforms such as Adobe, Canvas, Canva, Constant Contact, Instagram, and WordPress. • Strong verbal and written communication skills and proficient in the use of technology that includes Microsoft Office 365 and Zoom.
Role and Responsibilities:	<p>This position will be responsible for developing initiatives and programs and maintaining case management to increase the student engagement/retention within the program.</p> <p><u>Below you will find the roles and responsibilities of this position (not an exhaustive list):</u></p> <ul style="list-style-type: none"> • General Undocumented Student Support – Provide individual non-academic advising support to undocumented students and refer them to appropriate academic personnel and resources for assistance. • UndocuScholar Case management – Tracks and monitors UndocuScholars requirements, progress, and benefits distribution. Develop and facilitate processes for UndocuScholar requirements (i.e., orientations, bookstore and grocery supply card pick), create and maintain a Canvas page and provide general support and referrals. • Coordinate – Designs, updates, and implements UndocuAlly Educators Training Series content for Fullerton College. UndocuAlly Case management – Tracks and monitors progress of training participants. • Event Planning – Establish a program plan for G2B events, specializing in the undocumented student experience. Events may include orientations, conferences, workshops. Some responsibilities will also include reaching out to guest speakers and community organizations, collaborating with other departments, creating RSVP forms, attendance forms, event evaluations and the annual report. • Collaboration and Outreach – Collaborate with cross-functional teams, staff, and faculty which may include campuswide initiatives. Table for on campus events, campus presentations, and collaborations with other support programs. • Referral – Refers students to appropriate services and resources on and off-campus for assistance and collaborates with other departments to improve the academic progress of the students referred. • Office Support – Monitor program email, phone calls, provide front desk support, space decorations, support with inventory. • Other duties as assigned



Pay scale:	\$35 per hour
Deadline:	July 1, 2024, at 8 am
How to apply:	<ol style="list-style-type: none"> 1. Complete an online application 2. Upload resume and cover letter here. Please include your name in the files you upload. 3. Cover Letter Instructions: Please highlight your experiences working with undocumented and immigration impacted students or related experiences (i.e., UndocuAlly Trainings, Workshops, Events etc.). Additionally, please answer the following question in your cover letter: "Why are you interested in working with undocumented/immigration impacted students?" If you have any questions, please email Julio Reyes Cabezas, G2B Program Specialist: jreyescabezas@fullcoll.edu.
Work Schedule:	<ul style="list-style-type: none"> • 26 hours per week between typical business hours include Monday – Friday from 8am –5pm with occasional evening and weekend events as needed by program and department. • Contracted for 38.5 weeks in the 2024-2025 academic year • Ability to work mostly in-person, as directed by the district
Program Point of Contact:	If you have any questions, please email Julio Reyes Cabezas, Student Services Coordinator, Grads to Be Program via jreyescabezas@fullcoll.edu ; grads2be@fullcoll.edu or (714) 732- 5548
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