

## Umoja Community Program: Professional Expert (PE) Position Description 2023-2024

<b>College:</b>	Fullerton College
<b>Department:</b>	Umoja Community Program
<b>Position Title:</b>	<b>Umoja Professional Expert (PE) – Umoja Projects Lead</b> (part-time)
<b>Essential Qualifications:</b>	<ul style="list-style-type: none"> <li>• Earned bachelor's degree.</li> <li>• A strong desire to support the African American/Black and Umoja Scholar community on campus.</li> </ul>
<b>Role and Responsibilities:</b>	<p>This position will be responsible for case management, as well as co-lead student data entry efforts for annual reporting. This position will facilitate and evaluate student needs, action plans, and referrals to on-and-off campus resources. Special emphasis will be placed on supporting and problem-solving efforts that impact scholars' personal and academic success, as well as sense of belonging.</p> <p><b><u>Case Management:</u></b></p> <ul style="list-style-type: none"> <li>• Track and monitor scholar participation in the program</li> <li>• Facilitate and support scholar requirements (orientation, program benefits, etc.)</li> <li>• Analyze data to inform program services and events</li> <li>• Lead at least 2 programs or workshops per semester, based on scholar needs</li> <li>• Provide general support and referrals to scholars</li> <li>• Maintain Canvas page for scholars</li> <li>• Support campus-wide initiatives, as needed</li> <li>• Additional duties as assigned</li> </ul> <p><b><u>Assessment, Evaluation, and Reporting:</u></b></p> <ul style="list-style-type: none"> <li>• Creates program satisfaction surveys (events, fieldtrips/conferences, and student workshops)</li> <li>• Compile data on students supported at the end of each semester to contribute to annual reporting</li> <li>• Reporting support for MIS Data, Department Annual Reporting, Umoja Statewide (semester/End of the Year Reports), DEIA reporting, and additional reporting requests.</li> </ul>
<b>Pay scale:</b>	\$35 per hour
<b>Deadline:</b>	Apply by Monday, July 10, 2023, at 5:00pm
<b>How to apply:</b>	<ol style="list-style-type: none"> <li>1. Complete an online application: <a href="https://forms.office.com/r/H9XxWOQKmy">https://forms.office.com/r/H9XxWOQKmy</a></li> <li>2. Upload Resume and Cover Letter: <a href="#">Umoja Projects Lead 2023</a> <ol style="list-style-type: none"> <li>a. Please include your name in the files you upload</li> </ol> </li> </ol> <p>For the cover letter, please highlight your experiences with working with Black/African students and your knowledge and experience working with analyzing data, developing reports, develop surveys, and compiling data. Additionally, please answer the following question in your cover letter: “Why are you interested in working for the Umoja Community Program?”</p>
<b>Work Schedule:</b>	<ul style="list-style-type: none"> <li>• 20 - 26 hours per week between typical business hours Monday – Friday from 9am -5pm.</li> <li>• Contracted for 38.5 weeks in the 2023-2024 academic year</li> <li>• Ability to work mostly in-person, as directed by the district</li> </ul>
<b>Start date:</b>	August 2023 (subject to change)
<b>Hiring Manger Names &amp; Contact:</b>	<b>Mashonda Salsberry, Coordinator, Umoja</b> Email: <a href="mailto:msalsberry@fullcoll.edu">msalsberry@fullcoll.edu</a> ; <a href="mailto:umoja@fullcoll.edu">umoja@fullcoll.edu</a>   Phone: 714-992-7155