

STUDENT SUCCESS & RETENTION TEAM

#	POSITION	FUNCTION	REPORTS TO
1.	Early Alert Coordinator <i>(New Position – Hiring in Progress)</i>	<ul style="list-style-type: none"> • Full Time, Classified position (SSSP funded) • Starfish administrator / program expert • Provides Starfish faculty training (in-service) • Monitors the Early Alert – responsible for triage • Runs reports – feedback loop with faculty 	Dean of Counseling
2.	Early Alert / Retention Counselor <i>(New Position – Existing Personnel?)</i>	<ul style="list-style-type: none"> • Full Time Counseling position (categorically funded) • Works with Early Alert Coordinator • Helps maintain feedback loop with instruction faculty • Able to provide intensive case management and/or personal counseling 	Dean of Counseling
3.	Part-Time Counselor <i>(New Position – Existing Personnel?)</i>	<ul style="list-style-type: none"> • ½ time (part-time) Counseling position • Able to provide intensive case management and/or personal counseling • Assist with reaching more students (increased contact) 	Dean of Counseling
4.	Professional Development & Mentoring Program Coordinator <i>(New Position)</i>	<ul style="list-style-type: none"> • Full Time position (equity funded?) – unsure of classification (classified, director, or faculty with expertise in training and professional development) • Works with Professional Development Committee to facilitate professional development opportunities for faculty/staff (e.g. mentoring training) • Communicates with faculty and works with Faculty Coordinator • Works closely with other programs on campus (DRC, Veterans Center, etc.) 	Associate Vice President of Instruction
5.	Supplemental Instructors <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> • Function remains the same • Katie Ha (TLC); Eric Reed (STEM) 	Division Dean(s) (unchanged)
6.	Student/Peer Mentors <i>(New Positions)</i>	<ul style="list-style-type: none"> • Trained student/peer mentors • Paid positions (funding source unknown) 	TBD
7.	Faculty Coordinator <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> • Faculty member with reassign time – serves as faculty liaison to the team • Works with Professional Development & Mentoring Program Coordinator • Coordinates faculty professional development, responds to faculty needs, and addresses equity-related curriculum issues 	Associate Vice President of Instruction
8.	Student Equity Research Analyst <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> • Chen Li - Evaluates and tracks Student Equity funded proposals/projects. 	Associate Vice President of Instruction
9.	SSSP Research Analyst <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> • Liz Leiserson - Evaluates and tracks SSSP funded proposals/projects. 	Associate Vice President of Student Services + College Researcher