

STUDENT SUCCESS & RETENTION TEAM - REVISED

#	POSITION	FUNCTION	REPORTS TO	FUNDING
1	Early Alert Coordinator <i>(New Position – Hiring In Process)</i>	<ul style="list-style-type: none"> • Full-Time, Classified Position • Starfish Administrator / Program Expert • Provides Starfish Faculty Training (In-Service) • Monitors Early Alert – Responsible for Triage • Runs Reports – Global Feedback Loop with Faculty 	Dean of Counseling	SSSP
2	Early Alert / Retention Counselor <i>(New or Existing Personnel)</i>	<ul style="list-style-type: none"> • Full-Time Counseling Position • Works with Early Alert Coordinator • Provides Intensive Case Management and/or Personal Counseling 	Dean of Counseling	SSSP
3	Part-Time Counselor <i>(New or Existing Personnel)</i>	<ul style="list-style-type: none"> • Part-Time Counseling Position • Provides Intensive Case Management and/or Personal Counseling • Assist with Reaching More Students (Increased Contact) 	Dean of Counseling	SSSP
4	Professional Development & Mentoring Program Coordinator <i>(New Position)</i>	<ul style="list-style-type: none"> • Full-Time Administrator/Classified Position (TBD) • Works with PDC to Facilitate Professional Development Opportunities • Coordinates Mentorship Training and Campus Mentorship Efforts • Communicates with Faculty and Works with Faculty Coordinator • Works Closely with Programs on Campus (DRC, Veterans Center, etc.) 	AVP of Instruction	EQUITY
5	Supplemental Instructors <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> • Function Remains the Same • Teaching and Learning Center (TLC) • Science, Tech, Engineering & Math (STEM) 	Division Dean(s)	EXISTING
6	Student Mentors <i>(New Positions)</i>	<ul style="list-style-type: none"> • Paid Student Positions • Trained Student Mentors 	TBD	TBD
7	Faculty Coordinator <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> • Faculty with Reassign Time – Serves as Faculty Liaison • Works with Professional Development & Mentoring Program Coordinator • Coordinates Faculty Professional Development • Responds to Faculty Needs and Equity-Related Curriculum Issues • Helps Maintain Feedback Loop with Faculty 	AVP of Instruction	TBD
8	Institutional Research <i>(Existing Personnel)</i>	<ul style="list-style-type: none"> • College Researcher • Equity Research Analyst – Tracks Equity Funded Projects/Proposals • SSSP Research Analyst – Tracks SSSP Funded Projects/Proposals 	EXISTING	EXISTING
9	Student Success Specialist <i>(New Position)</i>	<ul style="list-style-type: none"> • Full-Time Classified Position; Not Needed Initially • Helps the Early Alert Coordinator with the Pairing of Students (Triage) 	TBD	SSSP