

Foothill College Umoja Programming Coordinator

The Foothill College Umoja Program, a learning community under the Office of Equity, is committed to supporting the college goal of creating a culture of equity that promotes student success, particularly for underserved students. Umoja, a Kiswahili word meaning unity, is a two year-long learning community dedicated to enhancing the cultural and educational experiences of Black students and all other students interested in a curriculum focused on the legacy of the African and African American diaspora and the 18 Umoja practices that reflect our values as a community (<https://umojacommunity.org/umoja-practices>). Umoja actively serves and promotes student success with a focus on 4-year transfer and co-curricular opportunities and experiences. The Umoja Programming Coordinator will work alongside the Umoja Curriculum Coordinator and the Umoja Counselor, in collaboration with staff in the Office of Equity to deliver this learning experience.

Core Responsibilities for the Umoja Programming Coordinator include:

Events and Activities Coordination

1. Lead planning/implementation effort for Umoja Community activities including but not limited to, student orientation and the end-of-the-year ceremony.
2. Share responsibility in chaperoning off campus events, including career visits to companies, local universities and HBCU tours, cultural outings, conferences, etc.
3. Log attendance at events/activities for data reporting.
4. Work with the Office of Equity to develop an events calendar for the academic year and provide updated program information for the Umoja website.
5. Collaborate with students and marketing to develop content for social media platforms that encourage student engagement and success.

Budget Planning

1. In conjunction with the Office of Equity, develop and monitor the Umoja program operating annual budget, and assist with applying for grant funding.
2. Work with the Office of Equity to complete expense paperwork to request funding for events and activities.

Other responsibilities

1. Attend the Umoja Summer Learning Institute upon affiliation and at least every other year thereafter.
2. Participate in Umoja regional coordinator meetings (typically once a month).

3. Assist with academic year planning during summer break (time negotiable; summer stipend available).

Qualifications

1. The coordinator must be a current tenured faculty member at Foothill College, or part-time faculty with reemployment preference.
2. The coordinator must demonstrate a commitment to the college's Strategic Vision for Equity, a foundational understanding of the Umoja program and/or retention and persistence principles, and a desire to implement the Umoja practices in and out of the classroom.

Strategic Vision for Equity: foothill.edu/equityplan/

Umoja Community Education Foundation: umojacommunity.org

Application and Selection Process

1. Email a letter of intent highlighting your qualifications for the position and a current résumé or vitae by **April 13, 2022** to Ajani Byrd, Dean of Institutional Equity, Diversity and Inclusion at byrdajani@fhda.edu.
2. Applicants will be interviewed by a panel that includes Office of Equity staff and other appropriate personnel beginning **April 18, 2022**.
3. Appointments will be made for a period of two years starting from July 1 of each year, subject to review after the first academic year of appointment.

Budget and Load Distribution

The Umoja Programming Coordinator position is funded by Student Equity and Achievement (SEA) categorical funds and will report to the Dean of Institutional Equity, Diversity, and Inclusion, in consultation with the Office of Equity Program Supervisor.

Workload: .125 FTEF reassigned time for academic year / Summer stipend available