



**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON CENTER
Faculty Coordinator
First Year Experience Program
(Special Assignment)**

DESCRIPTION:

Under the supervision of the designated Dean and working closely with the El Camino College First Year Experience (FYE) Program Faculty Coordinator, the FYE Faculty Coordinator at the El Camino College Compton Center shall coordinate all activities related to the FYE Program.

RESPONSIBILITIES/DUTIES:

The duties of the FYE Faculty Coordinator may include, but not be limited to, the following:

1. Provide guidance to FYE department staff in the day-to-day operations of FYE.
2. On a monthly basis monitor the FYE budget and prepare monthly expenditure reports to the Dean.
3. Develop a yearly calendar of activities/events for FYE participants.
4. Develop and implement yearly faculty training sessions for FYE instructors.
5. Work closely with appropriate division chairs to develop yearly FYE course schedule.
6. Serve as an initial point of contact for members of the local community and local school districts desiring information about the El Camino College Compton Center FYE program.
7. Work closely with the FYE counselor(s) to ensure students are properly enrolled in FYE courses.
8. Organize the implementation of the FYE orientations for new and/or returning students.
9. Assist in the development of FYE materials for outreach and recruitment efforts.
10. Attend and conduct meetings, including workshops and conferences to maintain current professional knowledge.
11. Participate in presentations to feeder schools and community entities regarding the FYE program.
12. Perform related duties as assigned.

REQUIRED QUALIFICATION:

1. Faculty member at the El Camino College Compton Center

DESIRABLE QUALIFICATIONS:

1. Ability to develop, initiate and carry out policies and procedures.
2. Ability to organize tasks, activities and resources.
3. Ability to plan, organize and supervise the work of others.
4. Ability to meet deadlines.
5. Knowledge of budgeting process.

6. Ability to communicate effectively both orally and in writing including preparations of report.

COMPENSATION:

Forty percent reassigned time for a full time faculty member; 40% load for an adjunct faculty member.

KC:cdm
Board approved 4/21/09