



## JOB ANNOUNCEMENT

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<b>Job Title:</b>	Pathbreakers Program Coordinator
<b>Division:</b>	Student Affairs
<b>Reports to:</b>	Director of Student Affairs
<b>FLSA Classification:</b>	Exempt (full time)
<b>Schedule:</b>	40 hours per week
<b>Pay:</b>	DOE
<b>Supervises:</b>	No

### POSITION BRIEF

As part of the Student Affairs Team and under the direction of the Dean of Student Affairs, the Path Breakers Program (PBP) Coordinator will help facilitate programmatic aspects of CINC's Path Breakers Program. The Path Breaker program is effectively a multi-year bridge program that meets students where they are at as they start their academic career with CINC and prepares them to be successful at whatever comes after they graduate with their Associate degree. For many students, that will be transferring to a four-year institution and completing their bachelor's degree. The Program includes holistic student support, skills training, summer experiences, academic year workshops, cultural and language workshops, preparation to transfer to a four-year college or university, and follow-up with students post-graduation.

### ABOUT CINC

California Indian Nations College is an exciting opportunity! We are an emerging tribal college in our sixth year of operation with a curriculum that incorporates Native culture, language, and values. The College is committed to becoming the first accredited two-year tribal college in California. With the support of the Twenty-Nine Palms Band of Mission Indians, College of the Desert, UC Riverside, and Native American educators and community members, we are growing faster than we could imagine!

We aim to continue this momentum with the inclusion of highly-skilled, experienced, and motivated individuals who can help us do a nearly impossible task: build the College from the ground up. CINC needs creative individuals with the ability to excel at their positions and engage with students from a wide range of academic skills and backgrounds.

CINC is currently located in the Coachella Valley in the heart of Southern California Indian Country. Multiple reservation communities are nestled in the Coachella Valley among the backdrop of the Santa Rosa and San Jacinto mountains in central Riverside County.

### APPLY

California Indian Nations College is looking for highly qualified individuals. Only those who meet the minimum qualifications will be considered for the positions below. Please complete the application and upload your Resume/CV, Cover Letter, and Diversity Statement at [www.CINCollege.org](http://www.CINCollege.org).

*See job description below.*



## JOB DESCRIPTION

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<b>Job Title:</b>	Pathbreakers Program Coordinator
<b>Division:</b>	Student Affairs
<b>Reports to:</b>	Director of Student Affairs
<b>FLSA Classification:</b>	Exempt (full time)
<b>Supervises:</b>	No
<b>Created / Updated:</b>	February 2, 2024

### POSITION OVERVIEW

As part of the Student Affairs Team and under the direction of the Dean of Student Affairs, the Path Breakers Program (PBP) Coordinator help develop and facilitate programming for the Path Breakers Program. The Path Breaker Program meets students where they are at as they start their academic career with CINC and prepares them to be successful at whatever comes after they graduate with their Associate degree. For many students, that will be transferring to a four-year institution and completing their bachelor's degree. The Program includes holistic student support, skills training, summer experiences, academic year workshops, cultural and language workshops, preparation to transfer to a four-year college or university, and follow-up with students post-graduation.

The PBP Coordinator will recruit students, meet with them on a regular basis, organize an extensive calendar of events, including a week-long summer experience, complete reporting requirements, work with College administration, staff, faculty, students, and other stakeholders to continue building the program, provide excellent student support to students, and develop partnerships.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Promote and recruit students into the Path Breakers Program (PBP)
- Conduct a week-long summer bridge program that provides services for students in each tier of the program (incoming, continuing, outgoing)
- Organize a robust calendar of event and activities, including at least four college-readiness or skills-based workshops each academic term (fall and spring)
- Facilitate cultural and language programming in accordance with the PBP roadmap and requirements
- Conduct at least four follow-up mentoring sessions after a student has graduated from CINC
- Provide personalized and individualized student support to each CINC student, regardless of whether or not they are formally part of the Path Breakers Program
- Mentor students in the Path Breakers Program
- Coordinate student participation in college and career fairs; organize at least one college or career fair on campus each year
- Host events with local four-year colleges and universities, Tribal organizations, employment agencies, and local and regional companies to provide admissions support, cultural resource support, and employment opportunities or arrange for students to attend events off campus
- Provide academic support and general academic guidance, serve as an academic resource, and motivate and encourage students
- Identify obstacles to student success and work with the Student Success Center to develop programs to overcome and address challenges students face
- Assist Pathbreakers program participants in developing strategies for overcoming life challenges,

- referring students to appropriate campus resources, as needed
- Prepare and deliver presentations for various internal and external audiences with high familiarity and respect of the American Indian cultures.
- Support and help publicize campus-wide academic support services, including tutoring, advising, and workshops
- Work with the Office of Institutional Effectiveness to administer assessments and evaluations of the Pathbreakers Program, including the CASES instrument and workshop surveys; participate in assessment activities, including data collection, surveys, and focus groups
- Propose strategies, evaluations, and goals of the PBP, with assessments, to address student success and deficiencies within the American Indian population and the College as a whole
- Serve as a technical resource for student success and address the routine and underlying obstacles in Indian Country by incorporating workshops, services, and seminars to coach individually and as a group
- Participate in the Student Early Alert System (SEAS) Team meetings, following up with students who are part of the Early Alert and providing support to ensure success in the classroom. Reach out and develop a plan for students who are absent or in academic difficulty
- Contribute as part of the Student Affairs Leadership Team and in Division of Student Affairs committees, activities, and programs, including weekly team meetings
- Maintain confidentiality of records
- Submit regular reports (weekly, quarterly, annual), as directed, including grant-funding reports related to the program
- Follow all College Policies and Procedures
- Maintain a positive, upbeat manner; promoting and exemplifying College values and representing departmental objectives and interests to staff, students, faculty, and potential students
- Work evenings and weekends as necessary
- Other duties as assigned or needed as the program develops

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

- Bachelor's degree in a related field from an accredited college or university
- Three years of experience supporting students in Student Affairs or a related field
- Experience related to event planning, program development, student success skills, and career exploration
- Experience with and an understanding of the educational, economic, and cultural needs of underrepresented first-generation students transitioning to college

#### **Required Technical / Other Skills and Abilities**

- An entrepreneurial approach to the work environment, ability to work independently with little supervision or guidance and lead, support and encourage a staff team
- Ability to work in a holistic, professional, and non-judgmental manner as you are working with a broad range of personalities, needs, cultures, lived experiences and abilities
- Progressive understanding of persistent mental illness, addictions, and other challenges and how these impact people's overall health, well-being, and quality of life
- Ability to effectively respond and adjust to unexpected events, assess high risk situations, problem-solve, provide crisis intervention, and manage conflict in a culturally supportive manner
- Excellent leadership, team building, organizational and interpersonal skills required

- Effective written, electronic, and verbal communication skills to facilitate interprofessional collaborative practice, healthy and culturally safe environments, and a respectful workplace for community members, staff, guests, students and volunteers
- Positive attitude, dependable and self-motivated
- Ability to maintain confidentiality

**PREFERRED QUALIFICATIONS**

- Master’s/graduate degree preferred
- Five years of experience developing or managing programs in a higher education student affairs environment
- Experience with tribal education
- Sound understanding of the intergenerational trauma that occurs because of colonization, Residential Schools, and other oppressive systems as well as the history of Indigenous peoples
- Experience working with college administration
- Familiarity or prior affiliation with leading Summer or College Bridge programs
- Proficiency in Microsoft Office Suite including Word, Outlook, and Excel and Teams
- Demonstrated experience with first generation students/communities
- Ability to develop engaging presentations and workshops for large and small groups

Qualified Native American applications strongly encouraged to apply

**PHYSICAL DEMANDS**

The physical demands described on the attached “Physical Demands of Position” chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached “*Physical Demands of the Position*”.

**CONFIDENTIAL INFORMATION**

This position has access to confidential information – such as student records.

**TRAVEL**

This position may require travel.

**EQUAL OPPORTUNITY EMPLOYER**

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation, and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to College needs.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File