

## Northern Virginia Community College/Community Based Organization Initiative Staffing and Role Descriptions

The purpose of the **Director** position is to provide management – planning, organizing, directing, controlling—for the Northern Virginia Community College/Community Based Organization Initiative (NOVA/CBO Initiative). The director will be responsible for the overall management, sustainability, and growth for the CBO Initiative. The director will report directly to the Provost of the Alexandria Campus and supervise the coordinator and an administrative assistant. This position will recommend and/or modify standardized project plans, management tools, and standard processes with the different organizations. The person in this position will assist in maintaining good communications with existing partners and in growing the partnerships beyond the current 5 partners. Other duties include maintaining SACS files on each CBO: official communications on classes; planning tools; tracking of admissions, financial aid, enrollment of students; faculty evaluations; confirmation of grade reports; conduct status assessments with plans for corrections where needed. Also, work with the Vice President of Finance to assure the MOUs are current and legal. The director is responsible for the hiring and evaluation of all CBO Initiative Office's employees.

The purpose of the **Coordinator** position is to develop operational policies and procedures with the community-based organizations (CBO), and to implement and evaluate NOVA courses offered through the NOVA/CBO Initiative. This person serves as the college liaison to the CBO partners. The person in this position will provide coordination of the CBO/NOVA Team Planning, and provide assurance that timelines are established and followed including: faculty are hired, classes are entered into the SIS; students are enrolled; grades are entered in the SIS; and the invoicing and billing processes are completed in an accurate and timely manner. The coordinator track students' enrollments, financial aid and tuition, and provides periodic reports to the CBO/NOVA Team. The coordinator will conduct college admission, financial aid and other student workshops as requested by the CBO and schedule English placement exams as applicable. This person reports to the Director of the CBO/NOVA Initiative. Two educational support specialists report to the coordinator.

The purpose of the **Assistant Administrator** is to provide direct assistance to students—admissions, enrollment and financial aid applications – to students into NOVA courses offered at the off-site locations. This person provides student data including student names and ISs, number of credit hours, financial aid and/or self-payment of tuition to assist the CBO executive in preparation of the invoice to be submitted to the college Budget Office. In addition, this position provides support in the planning, implementing, administering of CBO programs. Though a major portion of the employee's time is spent providing direct services to students or program participants; there are administrative functions as well. This person reports to the Coordinator of the CBO/NOVA Initiative.

The purpose of the **Educational Support Specialist III** is to provide direct assistance to the CBO faculty, to provide student development to the CBO students, and to assist the Director and Coordinator with other duties as assigned. This individual will have academic oversight: review of curricula to assure that the CBO's courses match NOVA's; assure that the CBO faculty meet NOVA's standards for hiring. The

Educational Support Specialist III will coordinate course syllabi and textbooks with the assistant deans; and conduct student evaluations and classroom observations and complete the Adjunct Faculty Evaluation (Form 105-95). This individual will create and deliver faculty orientations (including obtaining faculty IDs, email accounts, and Blackboard accounts) and provide other professional development workshops/seminars as necessary. The person in this position delivers college/career counseling to CBO students. This person reports to the Coordinator of the CBO/NOVA Initiative.

The **Administrative Assistant** provides administrative support to the director and rest of the CBO staff. This person provides assistance with the faculty hiring packets including employment verifications and references; assembles student evaluation packets for each class, assist with compiling returned packets, and assists with final evaluation reports; helps with FAFSA workshops and follow-up documentation for potential FAFSA; collects faculty syllabi and inputs these to the campus G Drive; inputs the CBO schedule of classes into SIS; enrolls students in classes; collects final grades and inputs these into SIS; maintains CBO adjunct files; and additional administrative support as needed.