Job Announcement at San Francisco State University
Full-time Faculty Position—Coordinator, Metro Academy of Business

The Metro College Success Program (Metro) has partnered with SF State’s College of Business in establishing two lower-division cohort-style guided pathways: the Metro Academies of Business. This is a small “school within a school” to support first and second year students to succeed in college. Metro’s outreach focuses on high schools that serve large numbers of low-income, first-generation and underrepresented students. We are looking for a Full-time coordinator starting in Fall 2018.

The mission of Metro is to increase equity in college completion through engaging, supportive, rigorous, and socially relevant education. Metro helps students accelerate their academic progress during the first two years of college by establishing a learning community of two linked general education (GE) courses per semester over four semesters. Metro students receive one-on-one support from faculty and have individual education plans worked out with an academic counselor who follows the students over time. The program has a strong track record of supporting students to successfully graduate and go on to serve their communities.

The Metro Academy of Business supports its students in achieving academic excellence while preparing them to become visionary business leaders who are passionate about using enterprise as a tool for advancing racial and social justice, environmental sustainability, and fair and equitable labor standards and policies.

A total of 70 freshman join the academy each year. Each academy serves 140 students (70 first-year students and 70 second-year students). The primary responsibilities of the academy coordinator consist of tracking student success, holding face-to-face meetings with students, intervening as needed to provide student support, and engaging with faculty teaching in their Metro pathway (.2 FTE). The coordinator also teaches two first-year experience course for incoming Metro students each semester.

The coordinator is accountable to the Associate Deans of the College of Business and the Metro’s Leadership team, charged with directing and disseminating the Metro program at San Francisco State University.

Duties Include:

1. Oversee and monitor success of students, both in Metro pathway classes and non-Metro gatekeeper classes. The coordinator will intervene early with students and/or faculty if a student(s) is starting to falter, and assure that counseling, tutoring and other support is timely and smooth.
2. Teach a first-year experience courses for incoming Metro students each semester.
3. Convene periodic meetings each semester of the faculty of Metro Academies of Business.
4. Fulfill the monthly Metro coordinator work plan and attend meetings and trainings of Metro academy coordinators.
5. Assure timely data entry into the Metro database for academy tutors, counselors, notes on student progress, etc.
6. Attend Metro Faculty Learning Community Summer Institute and faculty development meetings during academic year.
7. Periodically represent Metro Academies of Business at student orientations and recruitment events, both at SF State and in the community, as needed. Participate in events, including the annual Metro continuation ceremony.
8. Act as primary liaison between Metro and the College of Business in management of the academies.
9. Meet face-to-face with all first year students (n=70) during the academic year.
10. Work closely with advisors, instructors, and Metro central student services team to ensure the success of continuing (second-year students) and all active students in the program.
11. Data entry on student progress in Metro’s salesforce systems.
12. Serve on the College of Business student success task force.
13. Lead special projects for Metro as needed.

Minimum Qualifications:
- Masters Degree in discipline related to the project.
- Minimum 3 years experience in leading projects/programs.
- Excellent writing and communication skills.
- Exceptional collaborative and team building skills.

Desirable Qualifications:
- Familiarity and commitment to the following areas: cooperative business, business for economic empowerment among low-income communities, social enterprise and entrepreneurship, green job development.
- Familiarity and dedication to culturally responsive, student centered, and asset-based approaches to teaching.
- Experience working with young adults and Metro target communities.
- Understands SFSU undergraduate policies (ie: remediation, probation, GE).
- Familiarity with SFSU admissions process.
- Familiarity with iLearn and Salesforce (and/or other data entry platforms).

Interested applicants must be committed to social justice issues and educational equity. Only applicants who meet minimum requirements need apply.

Salary will be commensurate with experience. This position will remain open until filled.

Application Procedure: To apply, send CV with cover letter to Rama Kased, Metro Coordination Director, at ramak@sfsu.edu. Please include teaching evaluations (if applicable). In a cover letter, please respond to the following three questions:

1. How does your work history, values, and professional vision line up with the goals of the Metro Academy of Business?

2. How would working as the coordinator of the Metro Academy of Business fit within your long-term career goals?

3. Describe your teaching philosophy. How do you put your beliefs into practice in the classroom?