Metro Academy of Liberal & Creative Arts Coordinator
Job Announcement

The Metro College Success Program (Metro) is partnering with SFSU’s College of Liberal and Creative Arts to launch a new Metro Academy of Liberal & Creative Arts. The Metro Academy of Liberal & Creative Arts seeks to support its students in achieving academic excellence and long-term leadership skills while pursuing interdisciplinary studies undergirded by a social justice framework. Metro is searching for a part-time coordinator to begin by January 2015 to launch and manage the new academy.

The ideal coordinator will have a passion for socially relevant education, educational equity, and youth leadership development. They should have strong problem-solving skills and must be able to work independently. Ability to engage in basic data management is also important.

Metro is a curricular model currently being institutionalized at SF State for low-income first time freshman. It has an impressive track record of increasing college completion among low-income, under-represented, and first-generation students at SF State. 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 long-duration 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 coordinator will work during the academic year, not including summer semesters. Beginning in the spring 2015 semester, the coordinator will prepare for the launch of the Metro Academy of Liberal & Creative Arts in the fall 2015 semester. The coordinator will work 16 hours per week (40% FTE) during this planning year: 20% time for academy development and 20% to participate in trainings. Once the academy has launched, the coordinator will begin working a total of 60% FTE. At this stage, 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 (40% FTE). Metro academy coordinators must also teach the Metro introductory course for incoming students (20% FTE) each semester in order to fully develop relationships with them.

The coordinator is accountable to the Associate Dean of the College of Liberal and Creative Arts and the Metro Academies Center, charged with directing and disseminating the Metro program at San Francisco State University.

Duties Include:
- Develop and propose a Metro Academy of Liberal & Creative Arts course pathway where all courses meet GE requirements.
- Meet monthly with Rama Kased, Metro Director of Academy Coordinators, to provide feedback and trouble shoot the implementation of the Metro model.
• Work with Metro Academies Center and Associate Dean of the College of Liberal and Creative Arts to select faculty teaching in academy course pathway in accordance with established guidelines.
• Work with Savita Malik, Faculty Development Coordinator, to ensure participation of Metro Academy of Liberal & Creative Arts faculty in Faculty Learning Community and use of high-impact educational practices. Attend Metro Faculty Learning Community Summer Institute and faculty development meetings during academic year.
• Infuse curriculum with Metro essential elements including “golden four” student learning outcomes (SLOs) and engaged teaching methods in consultation with Savita Malik.
• Coordinate the scheduling of Metro pathway linked courses with the Metro Academies Center.
• Work with Maritza Pulido, Metro Recruitment and Student Services Coordinator, to ensure use of academic counselors and tutors by Metro students as needed.
• Contribute to Metro Academy of Liberal & Creative Arts outreach, recruitment, and orientation.
• Coordinate with Metro Academies Center communications work (ie., creating flyers and any promotional materials) to recruit students to academy.
• Coordinate with Alycia Shada, Metro Data Manager and Learning Outcomes Evaluator, in collection of data on Metro Academy of Liberal & Creative Arts cohort.
• Report regularly on academy program results.
• Act as primary liaison between Metro Academies Center and the College of Liberal and Creative Arts in the launching and management of the academy.

Minimum Qualifications:
• Masters Degree in a discipline related to the project.
• Experience in leading projects/programs.
• Excellent writing and communication skills.
• Exceptional collaborative and team building skills.

Desirable Qualifications:
• Familiarity with SFSU admissions process.
• Familiarity with culturally responsive, student centered, and asset-based approaches to teaching.
• Understands SFSU undergraduate policies (ie: remediation, probation, GE).
• Experience developing curriculum and working with Metro target communities.
• Familiarity with E-portfolio and iLearn.

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

Application Deadline: December 12th, 2014. Finalists will be interviewed December 15th-19th.

Application Procedure: To apply, send CV, cover letter, three references, and teaching evaluations/evidence of excellence in teaching to Susan Shimanoff, Associate Dean of College of Liberal and Creative Arts, at shimanof@sfsu.edu and Carlos Martinez, Metro Director of Expansion, at cmm@sfsu.edu. In cover letter, please respond to the following two questions:

1. How do your values and professional vision line up with the goals of the Metro Academy of Liberal & Creative Arts?

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