

**Fullerton College
Basic Skills Initiative
Campus Basic Skills Coordinator
Job Description**

OVERVIEW:

The Campus Basic Skills Coordinator is responsible for leadership in meeting the needs of basic skills students in collaboration with the BSSSSC, division basic skills coordinators, basic skills manager, and basic skills clerical support staff. The position comes with 20% reassigned time, involving 8+ hours per week.

KEY DUTIES AND RESPONSIBILITIES:

- **Provide faculty leadership, coordination and oversight of basic skills activities at Fullerton College.**
- **Interface with faculty, managers, and staff to advise on the implementation of basic skills programs and activities.**
- **Convene regular meetings of the BSSSSC, division basic skills coordinators, appropriate managers, support staff, and other appropriate individuals to coordinate and implement basic skills activities.**
- **Advise on basic skills-related staff development programs and activities, including faculty workshops and relevant conference attendance.**
- **Assist in the development of campus, district, and state-level reporting documents, including action plans, expenditure plans, expenditure reports, and other reporting documents.**
- **Assist with the implementation of the Basic Skills Internship Program for graduate students and recent graduates of local MA programs.**
- **Assist in the recruitment of appropriate participants, in various basic skills programs.**