

District-Directed Call or Coordinator Position
Umoja Learning Community Counselor Team Member Substitute
Term of Assignment: September 1, 2025 through December 30, 2025

Assignment:

Applications are now open to full-time and part-time faculty members for the **Umoja Learning Community Substitute Counselor Team Member** position.

The **Umoja Counselor Team Member** will receive **2.0 units per semester**, with roughly **43.75 hours of work anticipated for each unit**. The term of the assignment is **FALL 2025**.

Submission Deadline:

Applications must be received by **Tuesday, September 9, 2025**. Late applications will not be considered.

Description and Scope of Work:

The Umoja Learning Community (ULC) is a certified statewide initiative rooted in African and African American cultural values, focused on supporting historically underrepresented students through high-touch engagement, community building, and culturally responsive learning. This role is distinct from assignments within the Umoja Equity Institute (UEI), as it focuses on student-facing services and direct cohort-based support.

The COM Umoja Learning Community aims to improve retention, academic success, and transfer rates through a range of activities including:

- Enrollment in a year-long English/Humanities course sequence with an African-centered curriculum
- Personalized academic counseling and educational planning
- Cultural enrichment activities, leadership development, and field trips

The **Umoja Learning Community Counselor Team Member** will:

- Provide culturally responsive academic counseling and comprehensive student support to Umoja cohort students

- Collaborate with ULC faculty and peer mentors to identify student needs and monitor student progress
- Assist in the coordination and delivery of high-impact practices such as Porch Talks, Woman2Woman groups, Men's Talks, and university excursions
- Serve as a chaperone for Umoja student fieldtrips
- Represent and support Umoja at on-campus and statewide Umoja events and trainings
- Maintain a presence in the Umoja Village
- Develop and lead cultural enrichment events in collaboration with the Umoja Faculty Coordinator
- Serve as a chaperone for Umoja field trips and excursions, including college tours and cultural events
- Promote the Umoja Learning Community and related events
- Collaborate with the Learning Community Coordinator, including participation in weekly meetings
- Engage in targeted outreach and recruitment of new Umoja students
- Support efforts to improve data tracking, persistence, and completion for Umoja participants

Eligibility Requirements:

To be considered for the available position, applicants must:

- Be a full-time or part-time counselor at College of Marin with a counseling or teaching assignment in Fall 2025
- Have received a satisfactory evaluation in their most recent evaluation cycle (CBA section 8.14.4.1)
- Have sufficient experience and/or training to serve in the role
- Have availability to take on additional units for the term of the assignment, or identify (in the application materials) a clear plan to request a change in assignment without negatively impacting the department/program

Application Process:

Please send a letter of application to **Ryan Byrne** (rtbyrne@marin.edu) and **Mandy Kinnard** (mkinnard@marin.edu) that addresses the following:

- Discusses your interest and motivation for taking on this role, in 500 words or fewer

- Details your qualifications for the position and how they relate to the job duties and eligibility requirements outlined above
- Confirms that your most recent evaluation was satisfactory, and notes the semester date of your most recent evaluation
- Provides your current assignments and schedule for this semester and the semester/time period when the assignment will take place (to the extent known)
- If necessary, provides a clear plan of how you would request to change your assignment without negatively impacting your department/program and/or any other assignments in your schedule

Eligible unit members may propose splitting the position between two or more unit members if they apply together and provide a clear outline of how the duties and compensation are to be distributed. Each co-applicant must complete the application process outlined above.

For More Information:

- Regarding assignment adjustment and scheduling availability requirements, please contact your direct supervisor.
- Regarding the Umoja Counselor Team Member position, please contact **Ryan Byrne** (rtbyrne@marin.edu).

Administrative and Budget Details:

- **Budget FOAP:** Umoja Statewide: 12441; SEA: 12385-25004
- **Budget Manager:** Ryan Byrne (rtbyrne@marin.edu)
- **Administrative Assistant:** Mandy Kinnard (mkinnard@marin.edu)
- **Project Supervisor:** Ryan Byrne, Director of Student Services

Assignment Adjustments:

Faculty applying for this role must demonstrate their ability to take on additional units as per Section 8.5 of the Collective Bargaining Agreement (CBA). Requests to change your assignment must be discussed with your chair and supervisor prior to submitting your application.

Please note that approval of assignment changes is at the District's discretion. If the District does not approve of the proposed change in assignment, the application will be denied.

Terms of Acceptance:

By accepting this role, the applicant(s) agree(s) to the following:

Project Deliverables

- Continue to meet all eligibility criteria for the duration of the assignment, including employment status, satisfactory evaluation standing, and assignment availability
- Fulfill all responsibilities outlined in the Scope of Work section, including counseling students, participating in events, and supporting retention and success efforts

Deadline Compliance

- Deliver/produce the final product or outcome as described
- Meet the deadline by which the final product or outcome is to be delivered

Non-Completion and Repayment Policy

- If the faculty member fails to produce the final outcome or product at the time specified or an agreed-upon extension (granted by the Assistant Superintendent/Vice President of Student Learning and Success), they must repay to the District all monies received
- They will also be ineligible for any overload, reassigned time, or stipend until successful completion of repayment