

Limited-duration Grant-funded Special Assignments

Form Submitted by: Julio R. Flores

Date: 8/6/2026

Department/Office: Counseling and Support Prc Grant Duration: From Fall 2026 To Spring 2027

Project Title Banner/Degree Works Counseling Faculty Lead

Project Description (Add pages, if needed)

The Banner/Degree Works Counseling Faculty Lead will be responsible for providing counseling faculty leadership and guidance for counseling faculty use of Banner, Bear Cub Hub and Degree Works, ensuring this work is student-centered, equity-focused, and honors the diversity of SRJC's students and programs. The Faculty Lead will work closely with the Counseling Dean, IT, and other functional leads to support implementation and continuous improvement of SRJC's educational planning and degree audit tools. This is intended to be a limited-duration special assignment.

(See additional pages for details)

Compensation Structure (Add pages, if needed)

See additional pages

Selection Process (Add pages, if needed)

See additional pages

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Essential Functions for the **Banner/Degree Works Counseling Faculty Lead** include, but are not limited to:

- Provide **training and onboarding** for counseling faculty on Banner, Bear Cub Hub, and Degree Works functionality, including ongoing refresher training and just-in-time support for new features and processes.
- Serve as the primary counseling **trainer and point of contact** for questions about how to use Banner/Degree Works tools for student educational plans, notes, templates, and dashboards, with an emphasis on student-centered and equity focused practices.
- **Run and review test audits** for newly scribed catalog changes and additions, verify accuracy of audits from a counseling/user perspective, and consult with the scribe, Curriculum, and Articulation until issues are resolved.
- Maintain and update **predefined audit note text** so that counseling notes used in Degree Works are accurate, student-friendly, equity-minded, and aligned with departmental and institutional practices.
- Maintain **header text and student-facing dashboard messaging**, including rotating timely reminders and important dates on the Responsive Dashboard to support student success and reduce confusion.
- In collaboration with IT and designated functional leads, maintain **student header items** so that key curriculum and custom data elements in the header support clear, holistic counseling conversations.
- Maintain **Student Educational Plan (SEP) scope values** to ensure plan types available in SEP are current, meaningful, and not duplicative; request activation/deactivation of values as program needs evolve.
- Configure and periodically review **requirement types** used in SEP (e.g., generic comments, special program comments, course placeholders, academic program comments) to support clear, student friendly planning categories.
- Maintain **placeholder and comment code tables** so that the options available to counselors for generic comments, program comments, special program comments, and course placeholders are accurate, up to date, and easy to use.

- Maintain **template term schemes, SEP templates, and Paths to Completion** in the online catalog system, including creating and updating term schemes and Degree Works templates and aligning them with the online paths. Serve as a **counselor voice and subject matter expert** in the Program Explorer and Degree Works configuration conversations (e.g., UCX, SHP, and properties) that affect counseling workflows, messaging, and the student user experience, while observing security and access guidelines.
- Provide dedicated **post-go-live troubleshooting and functional support** following initial implementation to resolve emergent user issues, maintain counseling workflow continuity, and minimize disruption for counseling faculty.

Compensation Structure:

This position will receive 20% percent reassigned time each semester. The reassigned time may be taken as contract load or hourly load. For hourly pay, timesheets must be submitted and must reflect hours worked. Assignments outside of the regular semester are contingent on funding and will be paid on an hourly basis as approved by the administrator.

Selection Process:

The Dean of Counseling and Support Programs an open call to all contract and associate faculty in the Counseling, DRD and EOPS Department(s) to solicit interest. Faculty members will express interest by writing and submitting a letter of interest, not exceeding two pages. The Dean of Counseling and Support Programs, or designee, will convene a three-person committee consisting of: one faculty member from counseling, EOPS, or DRD, one classified professional member, and the Dean of Counseling – to review letters of interest select candidates with whom to meet, and make a recommendation for the final selection by the VPSS.