

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT EQUITY & ACHIEVEMENT SPECIALIST

BASIC FUNCTION:

Under the direction of an appropriate supervisor, provide outreach services and activities that support the academic and social well-being of disproportionately impacted students and traditional student populations. Prepare workshops and provide direct support to assist successful matriculation of incoming first-year students and maintain support for all students throughout their journey at IVC. Provide support for special services and outreach in ensuring that students are provided equity in acquiring basic needs to be successful college students.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Provide matriculation services for incoming high school students, first-year students, and all students throughout their journey at IVC. Prioritize matriculation support for disproportionately impacted students to ensure equitable access to education. *E*
2. Provide and assist with student workshops, webinars, and events to promote program services and activities. Engage in outreach to recruit and retain incoming, non-traditional, and disproportionately impacted student populations. *E*
3. Plan and provide presentations for student recruitment including meetings with high school counselors, alternative school representatives, and local organizations that primarily serve historically underrepresented and disproportionately impacted populations. *E*
4. Responsible for assisting with programs and services which ensure students have equitable access to and screening for basic needs items and community referrals for unmet needs. *E*
5. Provide assistance regarding IVC, matriculation, and supportive services to all students and primarily students from minority populations, Formerly Incarcerated, Homeless, Foster Youth, Disabled, and other historically underrepresented groups. *E*
6. Collect and report data regarding program outcomes. Ensure reporting and data collection is correct and submitted in a timely manner to supervisor. *E*
7. Assist with potential donor presentations to local community agencies to share best practices, success stories, and identify support for challenges faced by students experiencing hardship. *E*
8. Attend staff meetings, trainings, workshops, and conferences to maintain current and share best practices related to assigned outreach program(s). *E*

9. Assist with the development and maintenance of social media content, websites, brochures, posters, and other informational literatures related to assigned outreach program(s). *E*
10. Other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Computers and software programs.
- Board policies and procedures.
- Federal, state and local laws, codes, and regulations.
- Postsecondary educational opportunities.
- Enrollment and Financial Aid systems.
- Modern office practices, procedures and equipment.
- Recordkeeping techniques
- Public relations techniques

Ability to:

- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Exercise good judgment in problem solving and decision making.
- Complete work with many interruptions.
- Operate a variety of office equipment.
- Make arrangements for meetings and conferences.
- Work with and exhibit sensitivity to the diverse population of community college students.
- Work as a member of a team.
- Maintain accurate and complete records.
- Communicate effectively with others orally and in writing.

EDUCATION AND EXPERIENCE:

Associate Degree in counseling, social work, human relations, liberal studies, social science, career development, education or related fields from an accredited college or combined equivalent experience of at least two years of relevant experience working in a student services area.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>25</u> pounds. |
| <u>2</u> | I. | Ability to carry <u>25</u> pounds. |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.