

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: OUTREACH SPECIALIST

BASIC FUNCTION:

Under the direction of an appropriate supervisor, provide supplemental academic guidance; career and college exploration, college preparation workshops, financial aid assistance, and other related information to middle and high school students and the public in preparing for college. Provide support services for high school participants and the public to assist them with high school graduation, and enrolling in college with the goal of graduating from college.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Provide assistance with mentors and tutors at target high schools to ensure consistent delivery of services in compliance with outreach program policies and procedures. ***E***
2. Assist with providing student workshops, attend parent school nights and related events, and assist school counselors by introducing innovative ideas for college acceptance. ***E***
3. Plan and provide high school presentations for student recruitment including meetings with parents for eligibility verification, obtaining high school records, and reviewing documents with students. ***E***
4. Provide outreach program services including after-school services to participants while providing an opportunity and encouragement to learn. Provide support to mentors and tutors at local schools to ensure consistent delivery of services in compliance with program policies and procedures. ***E***
5. Responsible for adequate preparation and evaluation of high school academic record for supplemental guidance and providing referrals to tutoring and available resources, as needed. ***E***
6. Provide information of assigned outreach program to students, staff, and community agencies. Inform participants and parents of their active participation in relation to the assigned program(s). Plan and implement recruitment strategies to maintain appropriate student case load. ***E***
7. Assist with and facilitate educational/cultural fieldtrips and workshops, college preparation components, and summer activities including some weekends, as needed. ***E***
8. Attend and assist with staff meetings and training as needed. Maintain participant files in accordance with approved annual project objectives, federal guidelines and policies. ***E***
9. Prepare various reports and documents as required by assigned outreach program(s). ***E***

10. Maintain close track of senior graduation and college status to include financial aid, scholarship, and college applications; SAT/ACT Prep; and college enrollment and completion status. *E*
11. Attend trainings, workshops, and conferences to maintain current and share best practices related to assigned outreach program(s). *E*
12. Assists with the development and maintenance of social media content, websites, brochures, posters, and other informational literatures related to assigned outreach program(s). *E*
13. Serve on various participatory governance and screening committees.
14. 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 |

- 4 a. Ability to work at a desk, conference table, or in meetings of various configurations.
- 1 b. Ability to stand for extended periods of time.
- 4 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for the purpose of reading printed matter.
- 3 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 2 h. Ability to lift 25 pounds.
- 2 I. Ability to carry 25 pounds.
- 4 j. Ability to operate office equipment, computer, or related peripherals.
- 1 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.