

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: OUTREACH SPECIALIST

BASIC FUNCTION:

Under the direction of Director of Outreach, assist with the coordination of Outreach activities including the recruitment of prospective students to the college; prepare and deliver oral presentations to elementary, middle/junior/high school students, adult schools, and community groups; coordinate assigned programs including College Bound Program and College Making It Happen Program; assist with coordination of assigned programs including Math Summer Bridge Program.

REPRESENTATIVE DUTIES:

Plan and coordinate Southwestern's College Bound courses in the Sweetwater Union High School District; collect and process College Bound program applications; register students in the program; distribute class rosters; conduct follow up with program participants and college and feeder school staff; coordinate with other campus departments including Office of Instruction. *E*

Determine residency status of student applications in accordance with State residency rules, regulations, and requirements as well as admission rules, regulations, and requirements for international and non-resident students and immigration laws; review documents, verifications, and other materials as required to verify residency status. *E*

Advise students in correct procedures for completion of forms and applications; explain applications, requirements, and restrictions; review completed forms for accuracy and completeness; follow up on incomplete applications; process various applications and forms. *E*

Prepare and transmit correspondence for students, verifying student status and other information; respond to student requests from other educational institutions and agencies involving the verification of student status and records. *E*

Assist with the co-coordination of Sweetwater Outreach Services Consortium and attend quarterly meetings. *E*

Communicate with business leaders, public agencies, and other community groups to disseminate information and promote Southwestern College. *E*

Assist students with college application process. *E*

Process college applications as well as EOPS, Summer Readiness, Math Summer Bridge Program applications, and high school special forms. *E*

Provide information about college support programs such as EOPS, transfer center, financial aid, student employment services, disability support services, counseling, and assessment. *E*

Attend a variety of meetings; participate in and attend conferences as directed. *E*

Compile student data and prepare various reports as assigned. *E*

Train and provide work direction to others as assigned. *E*

Perform related duties and responsibilities as required.

Outreach Specialist - Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of program development, coordination, and review.

College recruitment techniques.

College catalog and schedule time lines.

Rules, regulations, policies, and procedures pertinent to assigned programs.

College systems and requirements including those related to admissions, registration, and residency.

Local community service agencies, elementary, junior/middle and high schools, and businesses.

Outreach programs, services, and activities.

Principles and procedures of record keeping.

District organization, operations, policies, and objectives.

Modern office procedures, methods, and equipment including computers and applicable software.

English usage, spelling, grammar, and punctuation.

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Work independently or in a team work environment.

Speak effectively before large groups.

Compile and organize data for reporting purposes.

Provide clear information to individuals and groups.

Interpret, apply, and explain applicable rules, regulations, policies, and procedures regarding area of assignment.

Analyze situations accurately and adopt an effective course of action.

Operate a variety of office equipment including a computer.

Plan and organize work to meet schedules and deadlines.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate effectively, both orally and in writing.

Communicate in other language(s) is desirable.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Bachelor's degree, or the equivalent, in education, counseling or related field. Two years of increasingly responsible experience in a higher education institution in a student services related area such as admissions, outreach, or counseling.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Office and campus environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Outreach Specialist - Continued

Dexterity of hands and fingers to operate office equipment.
Seeing to read and verify data.
Travel to various locations, meetings, or events.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Contact with dissatisfied or abusive individuals.

Revised: May, 2001
Johnson & Associates

Approved by the Governing Board - July 11, 2001