



**TITLE: Coordinator, Student Outreach**

**CLASSIFICATION: Classified**

**SALARY GRADE: P**

**JOB DESCRIPTION:**

Under minimal direction, oversee and coordinate outreach efforts to K-12 school districts and the community on behalf of the District; promotes District services and programs to local area schools, community members and agencies for student recruitment purposes; coordinates events, conferences and workshops for the community, K-12 educational partners and prospective students.

**SCOPE:**

The Coordinator, Student Outreach serves as a District-wide liaison between K-12 educational partners and the community, District academic programs, and Student Services programs; plans and implements outreach activities in collaboration with K-12 and community partners; participates in the development and implementation of the on-boarding process and completion of success steps for prospective students; gathers data and prepares reports related to enrollment and outreach activities.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator, Student Outreach is distinguished from the Outreach Specialist, Student Outreach classification by having responsibility for providing the coordination required to develop and implement outreach efforts to multiple targeted groups; participates in budget development and report preparation. This classification also serves as a lead worker to other classified staff in the area.

**KEY DUTIES AND RESPONSIBILITIES:**

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates and participates in outreach activities for community and K-12 educational partners; provides information on student success programs and services; coordinates campus and site tours and visits for K-12 educational partners and community agencies.
2. Conduct meetings, conferences, and special events.
3. Facilitates a coordinated approach to outreach activities on behalf of the District and Student Services; collaborates with District faculty and staff.
4. Prepares reports related to outreach activities, enrollment, and high school yield rates.
5. Develops and monitors the budget within the assigned area.
6. Researches, develops, and maintains programmatic relevance related to trends and shifts in student demographics.
7. Proposes new initiatives; plans and implements events, conferences and workshops for K-12 educational partners, prospective students, English Language Learners, and community agencies.
8. May oversee and coordinate K-12 dual enrollment, magnet, or success programs.
9. May oversee and coordinate outreach for Career Technical Education Programs.
10. May maintain documentation and currency of existing high school-SRJC articulation agreements in conformance with the Statewide Pathways initiative models; may facilitate the development of new articulation agreements between SRJC and high schools to establish concurrent enrollment or Credit by Exam opportunities; may oversee the Credit by Exam process.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

11. Supports outreach efforts on behalf of various initiatives and categorical programs; collaborates on outreach efforts with instructional departments may provide support to the Welcome Center/Dream Center.
12. Participates in the development and implementation of the on-boarding process and completion of success steps for prospective students including Dreamers, Foster Youth, students in categorical programs, community members, students in the K-12 school system.
13. Develops and maintains web pages and outreach materials.
14. Works collaboratively with District faculty and staff, school districts, and community partners.
15. Serves as a lead worker to other classified staff in the area.
16. May supervise and train student and short-term, non-continuing (STNC) employees.

**ABILITY TO:**

Coordinate the activities of a District-wide K-12 outreach program; communicate with educational partners, District staff and faculty, work independently with minimum supervision; establish priorities; track and compile statistical information; plan and give presentations to small or large audiences; follow and give oral and written directions; communicate effectively in English and Spanish (bilingual abilities required); maintain effective and cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

College recruitment and marketing techniques; District policies, procedures, academic programs and courses; budget preparation and report writing; core student success services and other student service programs; issues relating to traditionally underrepresented populations; general policies and procedures for assisting undocumented students; enrollment trends and student demographics; effective human relations skills; standard office productivity software and specialized systems.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree.

**EXPERIENCE:**

Increasingly responsible (2-4 years of full-time equivalent) experience in college or community outreach and event coordination.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Incumbents may be required to obtain District certification to drive 12-passenger vans.

**SPECIAL REQUIREMENTS:**

Position requires frequent travel to various area high schools, organizations, and community organizations. Must be able to perform physical activities such as, but not limited to, lifting heavy equipment (up to 50lbs. unassisted), bending, standing, climbing, crawling or walking.