**JOB DESCRIPTION:**
Under direction, provides services in a confidential manner to prospective and current undocumented, underrepresented, low income, first generation college students, and/or students at a higher risk of experiencing academic difficulty; resolves complex issues related to this specialized area of the Admissions and Records Office.

**SCOPE:**
The Dream Center Specialist serves as a resource for Dream Center information and processes; develops and implements services and programs that support the academic success and retention of undocumented students; provides guidance in the interpretation and implementation of District, State and Federal policies and laws; develops relationships with District departments and community partners; and gives outreach presentations to students and families.

**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. Provides information and guidance to undocumented students to determine the best pathway for success.
2. Meets with students and parents to communicate admissions requirements; gives presentations and conducts outreach activities to large groups or individuals regarding programs and services in both Spanish and English.
3. Evaluates student citizenship and residency status to determine eligibility and available resources.
4. Assists Deferred Action for early Childhood Arrivals (DACA) students with applications and forms; ensures that they have submitted all required documents.
5. Collaborates with other departments to provide a coordinated approach to appropriate services.
6. Maintains student information in databases; verifies data and prepares reports for internal and external use.
7. Maintains knowledge and monitors changes in state regulations related to DACA and AB540; attends workshops and training programs.
9. May process admissions applications; monitors application systems for necessary changes and process change forms in student information system; and may determine residency status for purposes of admission.
10. Assists in developing and monitoring the Dream Center budget.
11. May assist in maintenance of department web pages and online resources related to the Dream Center.
12. May serve as a lead worker to other classified staff in the area.
13. May supervise and train student and short-term, non-continuing (STNC) employees.
EMPLOYMENT STANDARDS

ABILITY TO:
Analyze the residency and financial needs of students to determine their eligibility; prepare reports, correspondence and statistical records and maintain confidential information; understand and carry out oral and written directions; work effectively individually and in a team; communicate effectively in English and Spanish (bilingual abilities required); maintain cooperative working relationships; provide effective customer service; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:
Federal, state and local laws and regulations pertaining to California AB540, DACA and Advance Parole; issues relating to undocumented students; modern office methods and equipment, including standard office productivity software and specialized systems; principles and practices of data management; event planning.

MINIMUM 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:
Graduation from high school. Associate’s degree preferred.

Experience:
Increasingly responsible (2-4 years of full-time equivalent) experience working with undocumented students or students at high academic risk.