



TITLE	CLASSIFICATION	SALARY GRADE
OUTREACH SPECIALIST, GATEWAY TO COLLEGE	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under direction, oversees outreach and administrative duties for the Gateway to College (GTC) program working with high schools and community agencies for recruitment purposes; assists Gateway students who are pursuing their educational goals.

SCOPE:

The Outreach Specialist, Gateway to College coordinates community outreach and serves as a liaison to schools, agencies, and organizations that may benefit from the Gateway to College Program; assists with data tracking and reporting, budget and office administration.

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. Monitors and evaluates the GED plan in accordance with Gateway to College guidelines.
2. Prepares and delivers presentations, leads workshops, and disseminates information regarding the District and Gateway to College to District departments, high schools and community agencies.
3. Organizes and conducts outreach activities, and orientations for Gateway to College programs to facilitate student recruitment, retention and provide information about District services and educational programs.
4. Assists high school students and potential SRJC students with application process; ensures that all required documents have been submitted.
5. Assists Gateway to College students with transfer process.
6. Works collaboratively with Student Services programs in providing a coordinated approach to outreach activities on behalf of the Gateway to College program; coordinates with District departments, high schools and other community agencies.
7. Gathers data and prepares reports related to the Gateway to College enrollment, attendance, and outreach activities.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Deferred Action for Childhood Arrivals (DACA) regulations.
9. Develops, maintains and translates outreach materials and web pages for Gateway to College programs from English to Spanish.
10. Coordinates administrative duties; implements changes in procedures.
11. May supervise and organize the work of student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Demonstrate effective presentation skills; oversee group activities; interpret and apply the rules, regulations, and policies of the District; follow oral and written directions; coordinate events; proofread documents for accuracy; maintain effective working relationships; communicate effectively orally and in writing in English and Spanish (bilingual required); apply problem-solving skills; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Issues relating to traditionally underrepresented populations; Federal, State and local laws and regulations governing funded programs; college recruitment and marketing techniques; college policies and procedures relevant to the Gateway to College program; financial aid and scholarship assistance programs available to students; effective human relations skills; standard office productivity software.

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:

Associate's degree. Bachelor's degree preferred.

Experience:

Increasingly responsible experience working with low-income or ethnically diverse groups.

PREFERRED:

Experience working in community college and/or K-12 settings and with community agencies.

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, proof of insurance, and vehicle registration and licensing.

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.