

**TITLE: Outreach Specialist, Adult Education**

**CLASSIFICATION: Classified**

**SALARY GRADE: C10**

**SCOPE OF POSITION:**

Under general supervision, provides community outreach efforts for the Consortium's Regional Adult Education Programs, the Santa Rosa Junior College (SRJC) Adult Education Department, the non-credit English as a Second Language (ESL) program, and College Skills programs throughout Sonoma County, including offsite regional Learning Centers, Petaluma Adult School, and SRJC off-campus locations. Assists students navigating the non-credit application process and conducts student follow-up to ensure successful matriculation and attendance. Conducts outreach and recruitment presentations at local schools and community partner programs, and participates in outreach events throughout the community.

**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. Recruits students and facilitates access to educational programs and support services provided by SRJC, the Petaluma Adult School, and the Sonoma County Office of Education.
2. Assists Adult Education students, enrolls students in the college and non-credit programs for the Consortium, and submits applications for certificates upon completion.
3. Develops and delivers orientation, registration, follow up, and support materials to students.
4. Maintains student files within the database and runs reports. Tracks the progress of Adult Education certificates of completion.
5. Develops and disseminates multi-media promotional and informational materials in both English and Spanish, utilizing various platforms and applications for delivery.
6. Maintains the Sonoma County Adult Education Consortium's web page, Adult Education department webpage, and social media accounts in both English and Spanish.
7. Develops relationships and works collaboratively with faculty, staff, local school district personnel, Consortium service providers, and community partners.
8. May assist in collaborating with others to oversee the Student Ambassador program.
9. Supports instructors in translating and preparation of classroom materials.
10. Attends stakeholder meetings; delivers reports on status of program enrollment and student outcomes.
11. Assists the Adult Education program director in the development and presentation of professional development workshops.

**KNOWLEDGE OF:**

1. State Adult Education programs, including standards for secondary schools.
2. Community college processes and procedures related to Adult Education programs.

## **TITLE: Outreach Specialist, Adult Education**

### **KNOWLEDGE OF – Continued**

3. Technical knowledge of basic web accessibility tools and document remediation.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Facilitate collaboration among constituents.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing in both English and Spanish.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous, and professional manner.
6. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Associate degree required.

### **EXPERIENCE:**

2+ years of related experience in implementing student support services and activities for identified populations required.

### **OTHER REQUIREMENTS:**

- This classification requires the use of a personal or District 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.
- Position requires frequent travel to various area school districts, business organizations, and community agencies.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*