

Position Information	
Title	Outreach & Recruitment Specialist - 1.0 FTE - 12 Month
Job Category	Classified
Position Number	
Location	
Job Description	<p>CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL</p> <p>BASIC FUNCTION: Under the direction of the Vice President of Academic and Student Services or designee, perform specialized duties in support of student access and success. These will include recruitment, outreach, and student success functions for the College intended to increase college attendance and awareness of career explorations from high schools served by the college, continuing students, and the general community; assist with the development, organization, coordination and implementation of the CTE Transitions program by assisting in the planning, monitoring, and facilitating program activities. Promote the college and its programs at community events.</p>
Job Duties	<p>REPRESENTATIVE DUTIES:</p> <ul style="list-style-type: none"> • Perform outreach duties to increase community awareness of the college and its programs within the area of service. (E) • Develop and initiate articulation agreements/contracts for Career and Technical Education (CTE); facilitate the enrollment process for students; schedule school site visits, provide information through classroom presentations, insure completion of enrollment forms. (E) • Implement and coordinate the outreach concept at specified high schools to meet objectives and deadlines. (E) • Assist with the development and carrying out of annual outreach activities. (E) • Assist with planning and coordination of on-campus student success initiatives as well as outreach events, including family evenings and weekend open houses. (E) • Assist students with application process for financial aid and College admissions, as well as applications to different support services programs, such as Extended Opportunity Programs and Services, Cooperative Agencies Resources for Education, Student Support Services, TRIO, CalWORKS, Mathematics, Engineering, and Science Achievement and Disabled Student Programs and Services, based on potential eligibility determination. (E) • Work with College Career and Transfer Center and the Counseling Department to support career explorations, career orientations and transfer activities, bridge programs, and the college's Jump Start Program or quick reg. (E) • Facilitate the articulation process for instructors, schedule faculty meetings, clarify program objectives, insure completion of course articulation forms, secure necessary documentation. (E) • Coordinate with faculty and Articulation Officer in curricula review for CTE Transitions consistency and articulation applicability. Secure necessary signatures, compile necessary documentation, and update forms and procedures as needed. (E) • Perform outreach duties for the CTE Transitions Program; attend local, regional and statewide CTE Transitions and CTE meetings and conferences. (E) • Assist in the compilation of information for completion of State Chancellor's Annual CTE Transitions, quarterly and year-end reports; research and compile data for budget preparation and accountability. Provide data reports on program accountability and assemble reports for grant requirements as requested. (E)

- Schedule dates with high school counselors and teachers for presentations. (E)
- Maintain and audit articulation files and student database in order to identify and track 2 + 2 students; maintain CTE Transitions website for Career Technical Education partners, consortium members and students. (E)
- Document, prepare and distribute Certificates of Completion for students enrolled in CTE Transitions program. (E)
- Independently plan and coordinate workshops, conferences and articulation meetings; organize, coordinate and manage various departmental activities, projects and functions. (E)
- Provide training, supervision and work direction to student and hourly employees as assigned. (E)
- Evaluate services to insure continued program development and successful student completion. (E)
- Communicate articulation operational policies and procedures to all parties. (E)
- Assist with planning and implementing outreach services between college, departments and high schools and community groups. (E)
- Collaborate with other departments and off-campus agencies in the development and implementation of outreach strategies, college and district-wide, to include outreach to public agencies, malls, and businesses. (E)
- Administer the college recruitment program that includes outreach activities, high school relations, student recruitment and admissions to the college. (E)
- Establish and maintain a system for tracking potential student enrollment, admissions applications, and high school visitation schedules. (E)
- Analyze enrollment trends. (E)
- Work with College departments and programs to develop marketing materials to support recruitment activities. (E)
- Develop and implement workshops and seminars on recruitment activities and evaluate data to determine recruitment program outcomes and effectiveness. (E)
- Prepare reports, materials and formal presentations for program use and implementation. (E)
- Represent the College at various outreach functions. (E)
- Provide information about the college procedures, policies, goals and objectives, career assessment, and admissions. (E)
- Establish and maintain system of follow-up, through personal contact and correspondence with students to encourage success. (E)
- Document student visits and maintain appropriate files. (E)
- Assist with the student satisfaction surveys related to Matriculation services. (E)
- Assist with the on-campus tour services for prospective students and visitors. (E)
- Assist with on-campus transfer events. (E)
- Maintain outreach calendar on Web site. (E)
- Assist with the distribution of marketing material, class schedules, and general program information. (E)
- Assist in reconciliation of records and in compilation of data and statistics for reporting purposes. (E)
- Perform related duties as assigned.

REQUIRED DUTIES:

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

KNOWLEDGE OF:

	<ul style="list-style-type: none"> • Federal, State and Community College rules and regulations governing Financial Aid • Personal and financial challenges faced by economically disadvantaged students • Principles and techniques of outreach, recruitment, and marketing • Electronic data processing systems for tracking purposes • PowerPoint to develop outreach presentations • Customer service delivery methods • General community college admission and residency status requirements • College educational programs and services Scholarship assistance programs available to students • Advising and interviewing techniques • Correct English usage, grammar, spelling, punctuation and vocabulary <p>ABILITY TO:</p> <ul style="list-style-type: none"> • Operate a computer and related software to process admissions applications, develop PowerPoint presentations and to operate internal computerized processes • Communicate effectively both orally and in writing • Use interpersonal techniques associated with tact, patience and courtesy • Train and provide work direction to others. Assign and review the work of student help • Learn the eligibility criteria for Financial Aid, EOPS, CARE, DSPS, SSS and MESA • Work independently with little direction • Meet schedules and timelines • Establish and maintain cooperative and effective working relationships with others • Read, interpret, apply and explain rules, regulations, policies, and procedures related to assignment • Plan, organize, and prioritize work • Understand and follow oral and written instructions • Prepare and deliver oral and written presentations Work with high school aged students • Work days, evenings and weekends as required • Interpret and apply applicable concepts and objectives of CTE Transitions/school to career programs • Effectively promote Vocation Education programs • Access and use data in student database • Meet schedules and time lines • Work confidentially with discretion
Required Qualifications	<p>EDUCATION AND EXPERIENCE:</p> <p>Any combination equivalent to: A Bachelor's degree and two years of experience working in a community outreach program, program management and development, or student recruitment/retention program.</p> <p>LICENSES AND OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> • Valid drivers' license, Class C, and a clean DMV record
Desired/Preferred Qualifications	

Physical Demands	<p>ENVIRONMENT:</p> <ul style="list-style-type: none"> • Typical office environment Driving a vehicle to conduct work Evening or variable hours <p>PHYSICAL ABILITIES:</p> <ul style="list-style-type: none"> • Communicating information and make presentations • Reading a variety of materials • Operate a computer keyboard • Sitting for extended periods of time • Lifting light objects
Special Conditions for Eligibility	
FLSA	Non-Exempt
Range/Step	Range 32, CSEA Salary Schedule
Salary	\$3,502 - \$3,845/MO.
Benefits Information	<p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$20,407 annually with a \$310.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security, 457/403b options, Vacation days - 7.33 hrs per month for the first year, 96 hours of vacation leave per years 1-5, 12 sick days and 20 holidays.</p> <p>SALARY: Step 1: \$42,027/YR. - \$46,150 Range 32, CSEA Salary Schedule, initial placement will not be higher than Step 3 of the salary schedule.</p> <p>* This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.</p> <p>If you require reasonable accommodation to apply for this position, contact the Human Resources Office at (530) 741-8765.</p> <p>WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p> <p>INTERVIEW: Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview.</p> <p>FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.</p> <p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test.</p> <p>EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national</p>

	origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.
EEO Statement	As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.