



JULY 2009
FLSA: NON-EXEMPT

OUTREACH SPECIALIST

DEFINITION

Under general supervision, performs community outreach activities and functions related to the Extended Opportunity Program and Services (EOP&S) and Cooperative Agencies Resources for Education (CARE) programs of the District; promotes programs, educational opportunities, vocational careers, and related services to prospective students; collaborates and partners with local high schools and community agencies; meets with prospective students and determines their eligibility for placement into the programs; plans, organizes, and coordinates on-campus community outreach events to attract and inform prospective students about programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of EOP&S/CARE and the Director of Outreach and School Relations. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for the planning, organizing, and coordinating a variety of community outreach activities, functions, and events to attract and inform prospective students for specialized educational programs at the District. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the procedures and policies of the assigned function. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This class is distinguished from the EOP&S Coordinator in that the latter is responsible for performing specialized activities in the assistance with program development and implementation.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides outreach services to the community to establish and encourage potential student participation in the Extended Opportunity Program and Services (EOP&S) and Cooperative Agencies Resources for Education (CARE) programs; identifies barriers and provides access for students to receive District resources; serves as an advocate for potential students and creates an environment of trust between them school and staff.
- Serves as liaison between District staff, faculty, students, parents, target high schools, community agencies, churches, the City, and other key stakeholders and provides information on and support for District services.
- Performs recruitment and outreach activities to high schools and local community agencies; schedules meetings and classroom presentations to help recruit prospective students to campus; meets with

principals, counselors, and teachers to discuss programs and student eligibility requirements; prepares information materials to market programs and inform students of program requirements, how to qualify for financial aid, fee waivers, and other services; coordinates dates for student placement testing; answers questions from students and parents.

- Coordinates onsite application workshops to educate prospective students regarding required documentation, completion of application forms, and related information.
- Assists the Office of Admissions during peak registration times in the student lounge; registers students by assisting them with the application, admissions, and assessment process.
- Plans, organizes, and coordinates on-campus activities, meetings, fairs, and special events for prospective students and parents to promote the programs to which assigned.
- Answers, screens, and routes telephone calls and emails; takes and distributes messages; greets and directs visitors to the appropriate office or staff member as appropriate; responds to requests for information, questions and complaints and refers questions and complaints to appropriate staff when necessary; provides general information regarding department and school policies and procedures to staff, students and parents.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, organizing, and coordinating a variety of community outreach activities and events.
- Educational, cultural, age-specific, and social needs of the community as they relate to the programs to which assigned.
- Applicable codes, regulations, policies, technical processes, and procedures related to the program to which assigned.
- Business letter writing and the standard format for basic reports and correspondence.
- Principles and practices of data collection.
- Business mathematics and basic statistical techniques.
- Recordkeeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Participate in the development of community outreach efforts for assigned programs.
- Interpret, apply, explain, and ensure compliance with applicable policies, procedures, and regulations.
- Coordinate assigned program activities, including outreach, brochures, flyers, and related program materials.
- Prepare basic reports, correspondence, and other written materials.
- Effectively represent the District in meetings with other schools, community groups, and various other organizations, and in meetings with individuals.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical and basic statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework or specialized training in education, social science, counseling, or a related field, and two (2) years of progressively responsible experience in community outreach to promote educational services. An Associate of Arts degree in one of the fields mentioned above is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification although standing in and walking between work areas is often required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.