

## **HIGH SCHOOL/COMMUNITY OUTREACH SPECIALIST**

### **CLASS SUMMARY**

Under general direction, plans and coordinates outreach and articulation programs; serves as liaison with district administrators on matters related to recruitment, outreach and articulation; participates in the development and oversees the implementation of policies and procedures related to areas of responsibility; directs the work of paraprofessionals, classified staff and student workers assigned to the program; assumes and performs related duties as required.

### **REPRESENTATIVE DUTIES**

Coordinates, facilitates, and monitors student recruitment and articulation activities; may provide leadership to college student outreach and recruitment programs directed at the district high schools; gives outreach presentations to high schools, agencies, community organizations and/or businesses; schedules and monitors visitations; works with local high school and district representatives relative to effective outreach and high school relations programs; closely coordinates outreach responsibilities with other departments such as EOPS, Admissions, Counseling, Financial Aid, special outreach programs, and instruction; assists in the development of presentation packages, including flyers, brochures, newsletters, press releases and multi-media presentations; trains and directs the work of staff or paraprofessionals assigned to the program; provides training for college faculty and staff in areas such as presentation packages and outreach programs; works closely with other special outreach staff and programs to increase the number of under-represented groups attending; prepares an annual calendar of activities and services; may assist in monitoring the program budget, data collection, and developing reports.

### **ORGANIZATIONAL RELATIONSHIPS**

This classification reports to the designated manager/administrator.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to two years working with high school and college students; experience giving oral presentations; some college education preferred.

#### **Knowledge and Abilities**

Knowledge of: good concepts of practices of recruitment, marketing and public relations; excellent communication skills, both spoken and written.

**HIGH SCHOOL/COMMUNITY OUTREACH SPECIALIST (continued)**

Ability to: communicate effectively; be sensitive to students with special needs; learn, understand, and explain high school and college curriculum and regulations; work a flexible schedule; establish and maintain effective working relationships with a diverse population of students, community agencies and the public.

Skills: interpersonal relations skills that demonstrate the capability to work with the many constituencies involved in high school and the community.

License: valid California Motor Vehicle Operator's license with a driving record that meets minimum standards established by the district's insurance carrier.