

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Outreach Specialist, Student Success (Academic Programs)

Job #07-025

Closing Date: 08/18/06

The Foothill-De Anza Community College District is currently accepting applications for **Outreach Specialist, Student Success, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the supervision of the Dean of Student Outreach and Retention, initiate, coordinate and implement presentations regarding Foothill College to high school students, administrators, counselors, parents, industry, and community organizations. Participate in panel, group, and classroom presentations, one-on-one meetings, college information fairs, and application workshops. Serve as a liaison with high school administrators, counselors, faculty and the college to develop recruitment sources. Provide information to prospective students, parents and counselors. Develop recruitment strategies and write promotional materials. Create databases of prospective students who have requested information regarding the college. Plan, coordinate and host events both on campus to include parent orientation, and in the community for the overall marketing and recruitment direction of the college. Organize and host new student information sessions and summer registration events; assist new students in registering for classes. Prepare, update and provide accurate articulation information for retention and success of students. Develop innovative and aggressive strategies for referral, monitoring, and follow-up of at-risk students to include an early alert program. Oversee minority recruitment activities including developing promotional materials and strategies for prospective students. Plan and administer the recruitment budget. Maintain current information of trends affecting general college enrollment and research data on high school and transfer enrollment. Train and provide work direction to student office assistants. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a Bachelor's degree in communications, public relations or related field.
3. Two years experience in college recruitment and public speaking.
4. Valid California driver's license.

PREFERRED QUALIFICATIONS:

1. Ability to drive to various locations to conduct work.
2. Ability to operate a computer and use assigned software.
3. Ability to communicate effectively both orally and in writing.
4. Ability to establish and maintain cooperative and effective working relationships with others.
5. Ability to plan and organize work.
6. Ability to work with little supervision.
7. Ability to exercise good judgment and sound decision making.
8. Knowledge of effective recruitment and outreach strategies and techniques.
9. Knowledge of the role and mission of community colleges.
10. Knowledge of modern office practices, procedures and equipment.
11. Knowledge of public speaking techniques.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Outreach Specialist, Student Success (Academic Programs).
4. In a separate document provide information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$4,439.59 month plus benefits; level N-52

Position: Full-time, Permanent, 12 months per year.

Schedule: Monday–Thursday 8:00 a.m. – 5:00 p.m.
Friday 8:00 a.m. - 4:30 p.m.

Starting date: As soon as possible upon completion of the search process.

-OVER-

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>