

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Foothill College

### Outreach Specialist, Generalist

Job #07-051

Closing Date: 10/27/06

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

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the supervision of the Dean of Student Outreach and Retention, support all student services areas by providing enrollment, academic and career information to pre-college and college students. Serve as a highly visible primary contact providing information to students of diverse backgrounds. Become knowledgeable and fully cross-trained on primary student service areas. Serve in a triage role, identifying and assessing needs and acting in a referral capacity to college resources and services. Participate in panel, group, and classroom presentations, one-on-one meetings, college information fairs, and application workshops. Provide information to prospective students, parents and counselors. Develop recruitment strategies and write promotional materials. Create databases of prospective students who have written or telephoned requests for information regarding the college. Plan, coordinate and host events both on campus and in the community. Plan, coordinate and host new student information sessions in coordination with the Outreach and Assessment Offices. In conjunction with the Office of Student Activities, provide leadership and oversight to the Student Ambassador Program. Develop a mentoring program, and summer registration events. Assist new students in registering for classes. Promote student retention and success. Develop innovative and aggressive strategies for referral, monitoring, and follow-up of at-risk students. Plan the spending of the recruitment budget. Maintain current information on trends affecting general college enrollment and research data on high school targets. 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. Bilingual in Spanish.
2. Ability to operate a computer and use 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 to include inreach/outreach strategies and techniques.
9. Knowledge of the role of student and support services on a community college campus.
10. Knowledge of modern office practices, procedures and equipment.
11. Knowledge of public speaking techniques.
12. Ability to multitask and deal with high volume open areas.

#### **APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://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, Generalist.
4. A separate document that provides 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 per month plus benefits; level N-52

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

**Schedule:** Monday–Thursday 10:00 a.m.-7:00 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](mailto:employment@fhda.edu)  
<http://www.fhda.edu>