

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Outreach Specialist, Career Program

Job #07-124

Closing Date: 02/23/07

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

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the supervision of the Dean, Student Outreach and Retention and in coordination with career program deans, serve in a high-profile, high-energy position that will require extensive public speaking with campus wide visibility. Maintain contact with working professionals throughout the community, Foothill College career-track students and local high schools. Identify and develop innovative and aggressive recruitment strategies for career programs in community agencies. Work closely with at-risk students to ensure their success. Work closely with resource groups, counseling and other departments to assess student and program outcomes. Tabulate data and prepare reports. Identify and communicate with community organizations. Develop recruitment strategies and write promotional materials. Plan, coordinate and host events, both on campus and in the community for the overall marketing strategies of career programs. Promote student retention and success. Plan and administer spending of the recruitment budget. Maintain current information on trends affecting general college enrollment and research data on career programs. Assist students in completing career program, financial aid, and college admissions applications. Schedule and coordinate field trips and guest speakers. Initiate, coordinate and implement presentations and workshops. 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.
4. Possess a valid California driver's license and the ability to drive to various locations to conduct work.

In addition, successful candidates will demonstrate the following:

1. Experience with community based organizations, non-profit & service-oriented organizations, including church and community affiliations.
2. Knowledge of effective recruitment and outreach strategies and techniques.
3. Knowledge of the role and mission of community colleges.
4. Ability to operate a computer and use software applications.
5. Ability to communicate effectively both orally and in writing.

6. Ability to establish and maintain cooperative and effective working relationships with others.
7. Ability to plan and organize work.
8. Ability to work with little supervision.
9. Ability to exercise good judgment and sound decision making.
10. Ability to work flexible hours, some evening and weekend work may be required.
11. Ability to collect, analyze and generate reports on student outcomes.
12. Ability to make presentations to small and large groups.

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, Career Program.
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

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

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>

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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>