

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Outreach Assistant

Job #07-149

Closing Date: 03/02/07

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

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean, Admissions and Records, perform a variety of general and targeted outreach duties to promote awareness of college programs and services and increase enrollment of underserved student populations. Assist in planning and implementing outreach events both on and off campus. Provide information about enrollment, degree programs transfer options, financial aid, and general college information to students, parents, and the general public. Work with local high schools to schedule regular visits for on-site outreach activities, including information tables, classroom presentations, and one-on-one time with individual students. Provide outreach materials, including college catalogs, schedules, program flyers and brochures to local high school career centers and other community centers. Participate in college fairs, student and parent nights, and other outreach events to promote college programs and services. Assist in organizing and leading college campus tours. Follow up with prospective students by phone or email. Assist prospective students with the application and enrollment process. Train and provide work direction and guidance to student assistants. Assist in the hiring process of student employees. Monitor time cards for respective student assistants. Assist in developing current outreach materials and flyers. Answer telephone and email and provide information and assistance. Respond to requests for information from other educational institutions, agencies, and prospective students. Keep a current database of local schools and contacts for outreach. Collect, compile, verify and record information for the preparation of various reports and/or reporting processes. Maintain complex electronic records and prepare electronic reports. 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 college level course work.
3. Three years of general clerical office experience involving public contact.

PREFERRED QUALIFICATIONS:

1. Community service experience.
2. Experience with English as Second Language communities.
3. Experience with underrepresented/underserved communities.
4. Ability to communicate in a foreign language, preferably Spanish.

Successful candidates will demonstrate the following:

1. Knowledge of the principles and techniques used in providing a presentation with a diverse audience.
2. Knowledge of record keeping techniques.
3. Ability to effectively use interpersonal techniques with tact, patience and courtesy.
4. Ability to operate a computer and use software such as Word, Excel, PowerPoint, Illustrator, and/or Photoshop.
5. Ability to perform specialized outreach and retention duties to increase college awareness throughout the community
6. Ability to provide assistance and information to students, staff, and the public.
7. Ability to interpret and apply laws, rules and policies of the college.
8. Ability to communicate effectively both orally and in writing.
9. Ability to establish and maintain cooperative and effective working relationships with others.
10. Ability to maintain accurate records and prepare reports.
11. Ability to assign and review the work of student employees.
12. Ability to analyze situations accurately and adopt an effective course of action.
13. Ability to work independently with little direction and represent the entire college in public settings.
14. Ability to meet schedules and timelines.

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 Assistant.
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.

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CONDITIONS OF EMPLOYMENT

Salary: \$3,410.55 per month plus benefits; level N-41

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>

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>