

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



OUTREACH AND COLLEGE PROMISE COORDINATOR

530034/29

FLSA: EXEMPT

DEFINITION

Under general supervision of the Director of Enrollment Services, coordinates all Outreach and School Relations, College Promise Programs and facilitates Dual Enrollment and Afternoon College programs for Compton College. Responsible for establishing and maintaining relations with area school district and college personnel; develop special outreach programs and partnerships targeting underrepresented K-12 and adult student populations. Coordinates new student orientation, assessment on and off campus, recruitment/outreach.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the assigned Administrator. Supervises full time and part time classified staff and student workers.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Establish working relationships with ethnically diverse leaders of community organizations by participating in community meetings, networking and partnering in mutually beneficial activities
- Initiate and maintain positive relations with:
 - feeder high schools, middle and elementary school administrators, counselors, and faculty
 - local businesses, public agencies and community groups that have an interest in partnering with the college
- Supervise and evaluate the outreach activities of Student Services Advisors and Student Ambassadors
- Coordinate and oversee training and supervision of Student Advisors
- Coordinate and oversee the recruitment, selection, training, and supervision of Student Ambassadors and hourly employees as needed
- Coordinate and organize on-and-off campus outreach efforts that target diverse students including developing programs and curriculum information services for Advancement Via Individual Determination (AVID), Migrant Education, Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP), ESL/bilingual classes and other programs for underrepresented and educationally disadvantaged students at local high schools, middle schools, and elementary schools

Outreach and College Promise Coordinator

- Coordinate placement testing, orientation and advisement programs for district high school seniors as part of the on-campus student success and student support program
- Assist K-12 students complete the steps to enrollment for Dual Enrollment (AB288), Afternoon College, and College Promise and track student progression through the steps
- Coordinate student success services to prospective, new and continuing students in specialty fields such as registration, financial aid and scholarships, Extended Opportunities and Services (EOP&S), foster youth services, veterans, and/or other areas within student services
- Design and deliver oral presentations and workshops for high school, middle school and elementary school programs and community groups. Provide college curricular and student services information to high school staff, students and parents
- Organize and coordinate college fairs in cooperation with neighboring college/university outreach offices. Attend college fairs as a representative of the district
- Coordinate college representation at community events including scheduling and site supervision of District personnel
- Inform students about course availability, transfer, graduation requirements, testing and other Compton College instructional programs and student services
- Prepare and maintain records, reports, lists and files related to assigned function
- Compile statistics and conduct research to evaluate and report on program effectiveness
- Maintain a resource library of diversity information
- Coordinate publication of departmental brochures, newsletters, and other informational material related to Outreach and School Relations
- Develop forms, spreadsheets, databases, handbooks, manuals and other written materials to facilitate student coordination
- Plan and carry out annual events that bring high school counselors, administrators, and faculty to the campus
- Coordinate, plan, develop and conduct workshops to provide students with specialized assistance and information in admission/records, assessment, orientation, transfer, financial aid scholarships, graduation, retention/probation, job/career searches, and other related student service areas
- Process applications and forms according to established procedures; request transcripts, records and other information needed to determine status of applications and forms-adhere to the requirements of FERPA as it applies to student records
- Analyze student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.
- Coordinate SARS, Datatel and MIS data collection to assist students with scheduling participation in student success services
- Select, administer, score and interpret assessment tests and assessment instruments; analyze alternative courses of action and assist students in developing appropriate plans
- Maintain current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- SB1456 and SSSP policies and procedures
- Title 5 regulations
- Specialized functions, operation and activities in an assigned student coordination area
- Interview techniques
- District services and community resources available to students
- Oral and written communication skills

- Spreadsheets and databases
- Interpersonal skills using tact, patience and courtesy
- Applicable sections of State Education Code and other applicable laws
- District organization, operations, policies and objectives
- Technical aspects of field of specialty
- Financial and statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment

Ability to:

- Provide specialized paraprofessional duties and coordination to students in a specialty field
- Assess student needs and interests and develop viable plans and alternatives
- Interview students to determine program eligibility and obtain relevant data
- Plan, develop and conduct informational workshops
- Communicate effectively both orally and in writing
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Train and provide work direction to others
- Analyze situations accurately and adopt an effective course of action
- Work confidentially with discretion
- Maintain records and prepare records
- Lift 25 pounds
- Work nights and weekends.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor degree in Social Sciences OR Human Service AND three years of increasingly responsible experience in a student services or related field.
- Licenses and Certifications:
 - Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

ENVIRONMENTAL ELEMENTS

Typical office setting

Extensive computer work

Long periods of standing and sitting

Adjustable work schedule to include nights and

weekends Lifting boxes and storage up to 25 pounds

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.