Employment Opportunity
Outreach & Recruitment Coordinator
CL06-21

About the Position
Outreach services are coordinated through the Cabrillo College, Aptos campus. The currently advertised full-time assignment will perform duties for the Instructional Development office.

Examples of Duties
Under direction of the Dean of Instructional Development:

- Coordinates, plans, develops, recommends and implements policies and procedures related to high school, middle school and elementary school outreach
- Works closely with College programs that provide programs-specific outreach in order to develop comprehensive and coordinated outreach plans and recruitment activities that result in the reduction of duplicative efforts
- Coordinates Cabrillo events and outreach activities with area high schools, middle schools and elementary schools which bring superintendents, principals and school staff together for dialog on mutual interests
- Serves as primary liaison between the College and local high school faculty and administrative personnel
- Collaborates with Cabrillo’s Tech Prep and ROP offices to identify, facilitate completion of, and annually update high school Tech Prep/ROP articulation; provides updates to the college, high school and student information sites
- Works closely with Cabrillo’s Articulation Office to provide seamless transition among high school, two-year, and four-year articulations
- Works with college staff, school administrators and faculty to plan, coordinate and implement the outreach program to general high school, middle school and elementary school populations, including events such as high school visitations, campus tours, career days and programs for specific disciplines
- Surveys participants to obtain feedback, analyze results and make recommendations to improve or enhance future events
- Interacts with College departments and programs in order to coordinate outreach efforts; recruits faculty, staff and college students to represent College programs and services for outreach events and activities
- Plans and maintains a master calendar of outreach activities to the general high school, middle school and elementary school population, working in collaboration with programs that provide outreach to special populations, and publicizes calendar to college personnel
- Manages high school articulation and outreach budget
- Provides assistance to committees and councils (i.e. High School Articulation Council)
- Designs and updates College’s High School-to-Career website and develops and maintains databases
- Provides direct services to students (i.e., application workshops)
- Trains and directs the work of student workers
- Prepares promotional materials, correspondence, reports, applications, minutes and other written materials related to high school outreach and articulation
• Performs a variety of standardized office support work, including typing, word processing, filing, answering inquiries, arranging for meetings, maintaining forms and supplies, and operating standard office equipment
• May attend conferences, meetings, and workshops, as appropriate
• Performs related duties as required

Qualifications

Associate degree or equivalent and three years of program support experience including one year in a lead or coordinating capacity.

Knowledge of:

• Program planning, development, implementation, and coordination
• Basic goals and functions of an educational institution
• Outreach procedures and practices
• Budget management
• Computer applications related to the work, including development and maintenance of databases and websites
• Standard office practices and procedures, including filing and the operation of standard office equipment

Skill in:

• Planning, organizing and carrying out events and activities
• Representing the College in meetings with community groups and agencies serving the local high school, middle school and elementary school populations
• Making effective public presentations
• Establishing and maintaining effective working relationships with those contacted in the course of the work
• Organizing work, attending to details, setting priorities and meeting critical deadlines
• Maintaining detailed and accurate records and files
• Preparing reports, correspondence, and other written materials
• Preparing announcements and promotional materials
• Writing and communicating effectively
• Exercising initiative and sound judgment within established guidelines
• Designing and maintaining computer databases and websites
• Providing instruction to others in work procedures and directing the work of others on a project or day-to-day basis

Other Requirements:

• Must possess a valid California driver's license
• Work evenings and weekends, based on activities scheduled
• Experience in working effectively with diverse populations

Desirable:

• Bachelor’s degree
• Bilingual English/Spanish language skills
Salary  *$3325 to $3667 per month to start, plus benefits; seven step schedule to $4457 per month. Full-time, 12 months per year. Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents, for medical, dental, life insurance and long-term disability insurance.

How to Apply  Application forms may be obtained through the Human Resources web site: 
http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831) 479-6217  
Fax: (831) 477-3545  
Postmarks or E-mail transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Criminal History Inquiry Supplemental to Application
e) Verification of educational qualifications *(Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).*

- Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.
f) Current California Driver’s License

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.
Selection Procedure

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) will be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline

All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Wednesday, July 5, 2006. (Postmarks or e-mail transmittals are not accepted.)

*Please Note:* Cabrillo College will be closed July 4, 2006, and will reopen Wednesday, July 5, 2006 for the receipt of application materials.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.