POSITION DESCRIPTION
Under the supervision of the Director of the University Center, the University Center Outreach Coordinator performs a wide variety of specialized and responsible marketing duties for the recruitment of students for University Center Programs. In addition, performs a full range of complex administrative and clerical functions in support of the Director of the University Center. Oversees, plans, coordinates, and implements a comprehensive outreach plan and year-round recruitment activities to assure the increase in the number of students served by the University Center partners. Develops, recommends, organizes and implements techniques and practices to improve department functions ensuring optimum performance and service to students. Builds and enhances the cooperation and communication between the University Center and Partners. Performs other related duties as assigned.

ESSENTIAL DUTIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves as information resource person and liaison between the Director and the public, staff, administrators, students, faculty, and University Center partners regarding University Center programs and services.
2. Acts as the first point of contact with the new student and answers questions about the program of interest and refers them to the partner advisor.
3. Provides project management for all student recruitment activities, as directed. Takes the lead to coordinate such activities at both campuses and in the community.
4. Interprets and ensures compliance with policies, regulations, and operational procedures pertaining to the service areas. Disseminates information and data to staff, students, faculty, and community members contacting the University Center by telephone, email, personal visitation or other means as technology evolves.
5. Determines and organizes work priorities, performs multiple tasks in a timely fashion with accuracy, self-initiates appropriate tasks and works independently in the absence of supervisor.
6. Directs the routine activities of the University Center in the absence of the Director.
7. Trains and provides work direction to college assistants and/or other classified staff.
8. Monitors website, information sheets, articulation handouts and marketing materials for accuracy and notifies the Director of needed changes or updates. Works with the University Center partners to develop advising and program information sheets that can be used in the Counseling office at COC. Works closely with Counseling department to notify them of any changes in programs.
9. Researches, maintains, and compiles data and prepares reports as instructed. Manages the flow, storage and imaging of department documents.
10. Plans and participates in on/off campus community outreach efforts, recruitment activities, and special events pertaining to the University Center. Works with the Director to develop and post flyers on campus and markets the programs on campus via classroom presentations and table time at major events. Coordinates with the Civic Center for event set up.
11. Attends community events to build awareness and promote the University Center.

12. Prepares and participates in new student orientation presentations.

13. Assists management with the establishment of short- and long-range organizational goals, objectives, policies, and operating procedures.

14. Assembles and composes correspondences independently or in accordance with general instructions concerning University Center subjects requiring a thorough knowledge of policies, regulations, and operational procedures.

15. Performs routine administrative tasks such as maintaining a calendar; scheduling and confirming appointments; screening, distributing and referring both incoming and outgoing mail. Initiates and answers telephone calls and voice mail, screens and directs calls and visitors to appropriate personnel, and provides information and assistance as appropriate.

16. Performs other related duties as assigned.

DEMONSTRATED ABILITIES
Position requires ability to:

- Interface in difficult situations, assess problems and suggest potential solutions to eliminate problems from escalating.
- Communicate effectively under pressure in the course of performing assigned duties.
- Establish and maintain effective communications with students, staff, faculty, and community members at both campuses.
- Maintain confidentiality when dealing with sensitive and privileged material and information.
- Demonstrate excellent presentation skills.
- Coordinate, organize and schedule administrative and clerical functions and activities.
- Learn, interpret and apply legal mandates, policies, regulations, and guidelines and operational procedures.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
- Independently maintain currency of technology, computer programs/software, web design, and related tools as technology evolves.
- Apply knowledge of modern office practices and equipment, including record management and filing systems, receptionist and telephone techniques, correspondence and report writing.
- Assume responsibility and leadership for routine department problems.
- Establish and maintain comprehensive and accurate files and records as well as prepare concise and complete reports as required.
- Make decisions and use professional judgment based on established guidelines and procedures.
- Type with speed and accuracy using administrative software, word processing, spreadsheet, database; and web page software, and make arithmetical calculations in like manner.
- Apply knowledge of proper English usage, grammar, spelling and punctuation.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with students, faculty, staff, trainees, and others connected in the performance of duties.
- Ability to adapt to changing student and procedural requirements.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MINIMUM REQUIREMENTS
Experience: Three (3) years full-time equivalent experience working in a high school, community college or university setting in one or more of the following areas: Admissions & Records, Student Services, Counseling department, or comparable experience that would demonstrate the knowledge, skills and abilities necessary to perform the duties that are essential to this position. Experience in project management, and office leadership is desirable. Possession of an earned Bachelor’s Degree will substitute for one year of the required experience.

Education: Education equivalent to an Associate of Arts degree (60 semester units) from an accredited institution is required. A Bachelor’s degree is highly desirable.

Requires Knowledge of: MS Office Suite software (Word/Excel/Access/Outlook), office organization and other related skill areas.

SALARY PLACEMENT
Salary placement will be on Range 34 of Classified Represented Salary Schedule B ($2,009.73 - $3,132.15 per month as pro-rated for a 47.5% position). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($2,009.73/$2,130.85/$2,250.08 as pro-rated for a 47.5% position) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at step 8 before moving to step 9; three years at step 9 before moving to step 10; and four years at step 10 before moving to step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 19 hours. Paid holiday, discretionary, vacation and sick time are provided and will be pro-rated based on hours worked. A regular work schedule will be assigned, with the ability to work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.
PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, stooping, kneeling, and crawling; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; handling and working with various materials and objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; may be exposed to occasional contact with dissatisfied individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS
This is a part-time position working 19 hours per week and is not eligible for District paid health and welfare benefits. Professional development opportunities are provided to all employees. Educational incentives are available to eligible Classified Represented and Confidential employees.

RETIREMENT: This position is not eligible for PERS retirement plan unless hours exceed 1,000 in a fiscal year.

CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official transcripts must be submitted upon offer of employment.

There will be a need several times a year to work an evening or weekend shift for community and open house events.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District. College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online at www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- District CLASSIFIED Application.
- Detailed resume, which includes month/year dates of employment and descriptions of responsibilities at each employer.
- Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement.
- Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Supplemental Questionnaire. Please answer the following questions as part of your application packet.

1. Do you possess education equivalent to an Associate of Arts degree (60 semester units) from an accredited institution to meet the minimum qualifications? (yes/no) Note: If you do not have education equivalent to an Associate’s degree, you will not qualify for the position. Please provide legible copies of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.

2. Please describe your experience working in a high school, community college or university setting in one or more of the following areas: Admissions & Records, Student Services, Counseling department, or comparable experience that would demonstrate the knowledge, skills and abilities necessary to perform the duties that are essential to this position. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities and how those responsibilities have increased with each position. Please provide your total years of full-time equivalent experience in this field.

3. Please describe your experience in project management and the types of projects you worked on.

4. Please describe any experience you may have with student outreach.

5. Please describe your experience, in providing customer support to business or educational partners.

6. Please describe your experience working with MS Office Suite software (Word/Excel/Access/Outlook). Provide your level of proficiency and examples of how you have used each of them in the workplace.

7. Why are you interested in working in this position as a part-time staff member at College of the Canyons?

- Letters of Reference are optional.
- Confidential Recruitment Source Sheet (optional).

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources Office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, please contact:

  Human Resources Office
  (661) 362-3427 • TTY/TDD (661) 362-5178
  or visit our website at www.canyons.edu/Offices/HumanResources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews the week of February 16, 2015 and conduct final interviews the week of February 23, 2015. This is an estimated timeline, and is subject to change. The College is closed during the winter break from December 24, 2014 through January 1, 2015 and will re-open on January 2, 2015.

Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.