

Manager of Outreach Services, Categorical
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=151773>

Downloaded On: Apr. 17, 2021 4:12pm

Posted Dec. 21, 2020, set to expire Apr. 19, 2021

| | |
|-----------------------------|---|
| Job Title | Manager of Outreach Services, Categorical |
| Department | Outreach and Community Relations (IVC-024-100) |
| Institution | South Orange County Community College District South Orange County, California |
| Date Posted | Dec. 21, 2020 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Administration - Other |
| Apply Online Here | https://jobs.socccd.edu/postings/11035 |

Apply By Email

Job Description

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job. Under the supervision of the Director of Student Life and Equity, the Manager of Outreach Services organizes, coordinates and oversees the daily operations of the Outreach Services department; manages the development, administration, implementation, and evaluation of program operations; trains, provides work direction to, supervises, and evaluates the performance of classified professionals and student staff; performs a variety of technical tasks related to the areas of assignment; administers annual operations budgets; and ensures compliance with District policies and applicable State and federal regulations related to high school outreach and recruitment.

The Manager of Outreach Services coordinates all school relations and outreach activities for Irvine Valley College (IVC) including, but not limited to, recruitment to K-12 students, adult students, and community organizations and groups; strengthens relationships with K-12 feeder districts, including Irvine Unified, Tustin Unified, and Laguna Beach Unified school districts; serves as the IVC outreach

Manager of Outreach Services, Categorical South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=151773>

Downloaded On: Apr. 17, 2021 4:12pm

Posted Dec. 21, 2020, set to expire Apr. 19, 2021

representative to local high schools, districts, and community organizations; coordinates outreach activities in collaboration with the IVC Marketing and Community Services, Matriculation, Counseling, and Financial Aid departments; provides leadership and program management for the IVC Promise Program; and administers the Student Ambassador Leadership development program, including the recruitment, training, supervision, assignment and evaluation of student staff.

The Manager of Outreach Services fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; leads by example; actively participates in and supports District-wide participatory governance components and activities and other collaborative processes; encourages professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services; promotes and facilitates equity-minded outreach initiatives in line with the IVC Student Equity and Achievement Plan (SEAP) goals to recruit students from backgrounds historically underrepresented in higher education.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact