

**High School and Community Outreach Specialist  
Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=243278>

Downloaded On: Aug. 31, 2024 10:14pm

Posted Aug. 19, 2024, set to expire Sep. 5, 2024

**Job Title** High School and Community Outreach Specialist  
**Department** Santa Ana School of Continuing Education  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Aug. 19, 2024

**Application Deadline** 09/05/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Apply By Email**

**Job Description**

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**High School and Community Outreach Specialist**

**Rancho Santiago Community College District**

**Salary Range:** Grade 13: \$67,905.79 - \$86,732.20

**Job Type:** Full Time

**Job Number:** CL24-00996

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**Location:** Santa Ana, CA

**Division:** Santa Ana School of Continuing Education

**Closing:** 9/5/2024 5:00 PM Pacific

### Job Description

#### **CLASS SUMMARY**

Under general direction, plans and coordinates outreach and articulation programs; serves as liaison with district administrators on matters related to recruitment, outreach and articulation; participates in the development and oversees the implementation of policies and procedures related to areas of responsibility; directs the work of paraprofessionals, classified staff and student workers assigned to the program; assumes and performs related duties as required. **REPRESENTATIVE DUTIES** Coordinates, facilitates, and monitors student recruitment and articulation activities; may provide leadership to college student outreach and recruitment programs directed at the district high schools; gives outreach presentations to high schools, agencies, community organizations and/or businesses; schedules and monitors visitations; works with local high school and district representatives relative to effective outreach and high school relations programs; closely coordinates outreach responsibilities with other departments such as EOPS, Admissions, Counseling, Financial Aid, special outreach programs, and instruction; assists in the development of presentation packages, including flyers, brochures, newsletters, press releases and multi-media presentations; trains and directs the work of staff or paraprofessionals assigned to the program; provides training for college faculty and staff in areas such as presentation packages and outreach programs; works closely with other special outreach staff and programs to increase the number of under-represented groups attending; prepares an annual calendar of activities and services; may assist in monitoring the program budget, data collection, and developing reports. **ORGANIZATIONAL RELATIONSHIPS**

This classification reports to the designated manager/administrator.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** good concepts of practices of recruitment, marketing and public relations; excellent communication skills, both spoken and written.

**Ability to:** communicate effectively; be sensitive to students with special needs; learn, understand, and explain high school and college curriculum and regulations; work a flexible schedule; establish and maintain effective working relationships with a diverse population of students, community agencies and the public. **Skills:** interpersonal relations skills that demonstrate the capability to work with the many constituencies involved in high school and the community. **License:** valid California Motor Vehicle

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Operator's license with a driving record that meets minimum standards established by the district's insurance carrier.

### Job Qualifications

#### **MINIMUM QUALIFICATIONS**

##### **Training and Experience**

Any combination of training and/or experience equivalent to two years working with high school and college students; experience giving oral presentations; some college education preferred.

##### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

##### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

**SELECTION CRITERIA****Application Screening**In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability if applicable
- Demonstrated experience in working with diverse socio-economic communities

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- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

**Conditions of Employment** The selected candidate is required to complete the following before employment as part of the onboarding process:

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1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4618909/high-school-and-community-outreach-specialist>

### Contact Information

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

### Contact

Santa Ana School of Continuing Education  
Rancho Santiago Community College District