

High School & Community Outreach Specialist (Bilingual)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253892>

Downloaded On: Mar. 4, 2025 2:13pm

Posted Mar. 3, 2025, set to expire Apr. 11, 2025

| | |
|-----------------------------|---|
| Job Title | High School & Community Outreach Specialist (Bilingual) |
| Department | Santa Ana School of Continuing Education |
| Institution | Rancho Santiago Community College District Santa Ana, California |
| Date Posted | Mar. 3, 2025 |
| Application Deadline | 04/11/2025 |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administration - Other |
| Apply Online Here | https://apptrkr.com/6044469 |
| Apply By Email | |
| Job Description | |

Image not found or type unknown



High School & Community Outreach Specialist (Bilingual)

Rancho Santiago Community College District

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

Job Type: Full Time

Job Number:



High School & Community Outreach Specialist (Bilingual) Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253892>

Downloaded On: Mar. 4, 2025 2:13pm

Posted Mar. 3, 2025, set to expire Apr. 11, 2025

CL25-01131

Location: Santa Ana, CA

Division: Santa Ana School of Continuing Education

Closing: 4/11/2025 5:00 PM Pacific

POSITION DETAILS

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, the 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.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported

High School & Community Outreach Specialist (Bilingual) Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253892>

Downloaded On: Mar. 4, 2025 2:13pm

Posted Mar. 3, 2025, set to expire Apr. 11, 2025

throughout their academic and professional careers.

About the Position

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

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

High School & Community Outreach Specialist (Bilingual) Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253892>

Downloaded On: Mar. 4, 2025 2:13pm

Posted Mar. 3, 2025, set to expire Apr. 11, 2025

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

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.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community

High School & Community Outreach Specialist (Bilingual) Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253892>

Downloaded On: Mar. 4, 2025 2:13pm

Posted Mar. 3, 2025, set to expire Apr. 11, 2025

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

Application Screening

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability in Vietnamese or Spanish
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

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:

High School & Community Outreach Specialist (Bilingual) Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253892>

Downloaded On: Mar. 4, 2025 2:13pm

Posted Mar. 3, 2025, set to expire Apr. 11, 2025

- 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.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

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

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)



High School & Community Outreach Specialist (Bilingual) Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253892>

Downloaded On: Mar. 4, 2025 2:13pm

Posted Mar. 3, 2025, set to expire Apr. 11, 2025

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.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4850351/high-school-community-outreach-specialist-bilingual>

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