

**Outreach Specialist
Citrus Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=257628>

Downloaded On: Aug. 5, 2025 2:48pm

Posted Jun. 2, 2025, set to expire Sep. 27, 2025

Job Title Outreach Specialist
Department School Relations and Outreach
Institution Citrus Community College
Glendora, California

Date Posted Jun. 2, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6266118>

Apply By Email

Job Description

Outreach Specialist

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Recruitment Start Date 05/30/2025

Recruitment End Date 07/07/2025

Open Until Filled

First Consideration Date

Salary Range 38

Pay Rate \$5,533.99 - \$7,416.07 per month / \$31.93 - \$42.79 an hour | Effective 7/1/25 \$5,644.71 - \$7,564.46 per month / \$32.57 - \$43.64 an hour

FLSA Status Non-Exempt

Benefits

Health & Wellness

- Fully-paid Medical, Dental, and Vision Insurance for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- 19 Paid Holidays and 12 Vacation Days (annually)
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- CalPERS/CalSTRS Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- Longevity Salary Increases

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- District paid employee post-retirement medical for those who qualify

General Description/Summary

POSITION SUMMARY

Promotes the enrollment and retention of disadvantaged students into the District. Plans, coordinates, and implements programs and activities that reach out to potential students using techniques such as speaking to community groups, organizing programs and events to enhance school readiness, and making direct contact with potential students.

Minimum Qualifications/Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units, and three years of college outreach experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of college outreach experience.

Preferred Qualifications

- Requires a working knowledge of state-funded programs and resources encompassing socially and economically disadvantaged students.
- Requires knowledge of social and cultural programs that can enhance student retention.
- Requires sufficient human relations skill to convey technical concepts to students, exercise patience, and make presentations in secondary schools and outside agencies.
- Requires sufficient language and writing skills to prepare reports and correspondence.
- Requires working knowledge of common office productivity software such as student databases, word processing, spreadsheets, and presentation graphics.
- Requires math skills sufficient to maintain financial and statistical records.

Licenses and Certificates

- May require a valid driver's license.

Essential Duties and Responsibilities

- Researches, receives referrals, and otherwise identifies potential candidates for the programs.
- Initiates communications with identified target individuals and populations to encourage "at-risk" and/or "non-traditional" prospective college students to apply for the CalWORKs program (and usually EOPS/CARE).
- Schedules, coordinates, and presents information to individuals and/or groups to provide general college information and specific program information, including eligibility requirements, to prospective

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students at local area high schools, community organizations, on-campus events, and other locations.

- Provides information about general admissions, assessment, and matriculation procedures. Verifies class enrollment status, and researches and resolve problems.
- Assists prospective students with completion of program, and District application forms, fee waivers, and federal financial aid forms.
- Evaluates student application forms for program eligibility for inclusion within program regulations and guidelines and College policies and procedures.
- Coordinates and distributes periodic student progress reports for compliance with regulations and District policies.
- Distributes progress reports to instructors, evaluates instructor responses, records student progress, and schedules interventions and/or appointments for students with unsatisfactory progress.
- Creates and publishes periodic bulletins, flyers, newsletters, certificates, and awards. Writes articles for newsletters. Assists in coordinating honors and awards ceremonies.
- Informs childcare providers of reimbursement processes and policies and procedures within the program for childcare.
- Calculates reimbursement expenses for payments to childcare providers, including campus based and center-based programs, family childcare homes, and/or licensed exempt care providers.
- Establishes and maintains student files, continually reviewing content for compliance with District and program policies.
- Responds to questions regarding academic regulations.
- Prepares various, interpret annual report directives and procedures to schedule reporting.
- Creates and distributes informational materials for the programs.
- Creates and maintains departmental reference guides and manuals.
- Maintains and monitors budgets in compliance with District and State policies and procedures.
- Maintains files and audit trails of financial processes. Assists with budget proposals.
- May train, assign, prioritize, and review work of student and temporary help.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

Knowledge and Skills

- Requires working knowledge of state-funded programs and resources encompassing socially and economically disadvantaged students.
- Requires a working knowledge of higher education certificate and degree requirements that can accommodate disadvantaged students.
- Requires a working knowledge of Title V, EOPS, Care, CalWORKs and other state program regulations.

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- Requires knowledge of the social and cultural programs that can enhance student retention.
- Requires a working knowledge of funding sources and requirements, as well as the services that may be available to students from other agencies.
- Requires sufficient human relations skill to convey technical concepts to students, exercise patience, and make presentations secondary schools and outside agencies.
- Requires sufficient language and writing skills to prepare reports and correspondence.
- Requires working knowledge of common office productivity software such as student databases, word processing, spreadsheets, and presentation graphics.
- Requires math skills sufficient to maintain financial and statistical records.

Abilities

- Requires the ability to carry out all aspects of the position.
- Requires the ability to learn federal and state EOPS, CARE, and CALWORKs regulations and eligibility guidelines.
- Requires the ability to implement programs and services that enhance disadvantaged student recruitment, admission, retention, and success.
- Requires the ability to demonstrate sensitivity to a diverse population of individuals.
- Requires the ability to determine student eligibility to participate in special-funded programs by interpreting rules and regulations.
- May require the ability to perform work assignments at all District locations and off-campus settings.

Physical Abilities

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Working Condition

- Work is performed indoors where minimal safety considerations exist.

Department: School Relations and Outreach

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Classified

Full-Time:

Percentage of Time: 100%

Months per Year: 12 months

Work Days per Week: M-F

Work Schedule per Day: M-F 8:00 am - 5:00 pm

Work Shift: Days

Bargaining Unit: Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

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Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link

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<https://employment.citruscollege.edu/postings/1228>

Contact Information

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

Contact

School Relations and Outreach
Citrus Community College

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