

Project Specialist (SC - Dreamer Resources)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262243>

Downloaded On: Sep. 9, 2025 11:53pm

Posted Sep. 9, 2025, set to expire Jan. 28, 2026

Job Title Project Specialist (SC - Dreamer Resources)
Department SC - College Equity, Inclusion, and Access
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Sep. 9, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5073070/project-specialist-sc-dreamer-resources>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

SUMMARY DESCRIPTION

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Under general supervision, the Dreamer Resources Project Specialist provides administrative and programmatic support for a grant-funded initiative focused on serving undocumented students, including AB 540, DACA recipients, and students from mixed-status families. The specialist supports the planning, coordination, and implementation of student support services, educational workshops, and outreach activities in alignment with the mission of Dreamer Resources. This position serves as a key resource to undocumented students by offering information, referrals, and culturally responsive services. May provide work direction to student workers, if assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provide administrative support for the Dreamer Resources program, including scheduling, word processing, data entry, and document preparation related to student services and outreach.

Assist in creating and distributing outreach materials (e.g., flyers, newsletters, digital content) that promote Dreamer-focused events, legal aid clinics, financial aid workshops, and support services.

Serve as a point of contact for undocumented students; provide information and referrals to on-campus and community-based resources.

Support the planning and execution of culturally responsive programming, including Undocumented Student Action Week, Know Your Rights workshops, and transfer/career readiness events.

Collaborate with faculty, staff, and external partners to enhance services and support for undocumented students and their families.

Assist in collecting and compiling data for grant reports and program evaluations, ensuring accuracy and confidentiality.

Provide assistance during student orientations, registration events, or campus welcome activities targeted toward undocumented and AB 540 students.

Perform other related duties as assigned in support of the mission and goals of Dreamer

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Resources and the broader student equity initiatives.

QUALIFICATIONS

Desirable: Must be bilingual/biliterate in any language.

Knowledge of:

Issues, challenges, and policies affecting undocumented students, including AB 540, DACA, and CA Dream Act.

Trauma-informed and culturally responsive approaches to student support.

Office procedures, methods, and equipment including computers and applicable software such as Microsoft Office, Google Suite, and database systems.

Effective outreach and community engagement practices.

Sensitivity and legal considerations when working with undocumented and mixed-status students.

Basic graphic design and communication principles for outreach materials.

English usage, grammar, spelling, punctuation, and vocabulary.

Public relations techniques and professional customer service etiquette.

Skills and Abilities to:

Provide nonjudgmental, affirming support to undocumented students and others affected by immigration status.

Build trust and rapport with students from vulnerable or underserved populations.

Communicate effectively and compassionately in both oral and written form.

Coordinate student-centered events and workshops related to immigration, education, and advocacy.

Handle sensitive and confidential information with discretion and integrity.

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Perform a wide variety of administrative duties with accuracy and efficiency.

Organize data, prepare reports, and assist with grant documentation.

Operate office equipment and learn new systems or technologies as needed.

Work collaboratively with campus departments and off-campus partners to support undocumented student success.

Exhibit cultural humility and understanding of the diverse backgrounds and experiences of undocumented students.

Prioritize tasks, meet deadlines, and work under pressure with frequent interruptions.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed primarily in a standard office with frequent interaction with students, staff, and external partners. Occasional evening or weekend hours may be required to support events. Occasional travel to other campuses or community sites may be necessary. Primary functions require sufficient physical ability and mobility to sit or stand for prolonged periods. Occasionally stoop, bend, kneel, reach, and lift up to 25 pounds. Use standard office equipment including computers, printers, and copiers. Use vision to read printed and digital materials. Use hearing and speech to communicate clearly. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Supplemental Information

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Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1st of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

Example: For the following reporting period: January 1st through January 31st, the NBU employee will be paid on February 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

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Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

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Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

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Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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