Description of Position

Under the Direction of the Director of Student Activities and Affairs, the Coordinator for the Welcome, Outreach, Career and Transfer Center will plan, organize, direct, and oversee the day to day operations and activities of the Welcome, Outreach, Career and Transfer Center.

Minimum Qualifications

Education and Experience:
Any combination equivalent to:
• Bachelor’s degree and
• three years experience in an increasingly responsible position with public contact.

Licenses and Other Requirements

• Valid California driver’s license.
• An incumbent must be insurable at the standard rate by the employer’s insurance carrier at all times while employed in this classification by the College of the Sequoias.

Representative Duties

Representative Duties for the Center’s Inter-related Activities:
• Coordinate and direct the day-to-day activities of the Welcome Center which includes the Outreach, Career and Transfer Center; develop departmental procedures.

• Collaborate and coordinate with the College community and appropriate staff to develop and implement outreach program and recruitment strategies for departmental programs and services.
• Provide work direction to staff, student workers and student ambassadors; conduct training for the Center’s staff.
• Plan, monitor and maintain budget; order, review and maintain departmental equipment.
• Provide and maintain accurate information about educational and student support programs of the college; distribute information to students and public via webpage, newsletters, flyers, brochures, posters, PowerPoint presentations, etc.
• Establish data collection and analysis systems for student tracking, service assessment, and prepare reports for general distribution within and outside of the college campus.
• Attend meetings and conferences and represent the Welcome, Outreach, Career and Transfer Center as required.
• Utilize the District’s integrated software in performing the required duties of the position.

Representative Duties for Outreach Activities:
• Develop resource materials such as brochures, cards, signs, videos, posters, pamphlets, booklets and newsletters to be used to advertise services and recruit prospective students.
• Plan, coordinate, and host information/recruitment fairs and financial aid/application workshops, on campus and in the community and in the local high schools.
- Serve as the College’s clearinghouse to coordinate outreach activities to prospective students, including requests for presentations, campus visitsations and communication with feeder schools.
- Coordinate outreach staff attendance at activities and oversee and conduct staff training.
- Design and deliver oral presentations and workshops for high school, junior high and elementary school students to include panel presentations, group presentations and one-one meetings.
- Initiate and maintain positive relations with feeder high school, junior high and elementary school administrators, counselors, faculty and with alumni, public agencies and community groups to develop recruitment sources.
- Serve as a liaison between the College’s Financial Aid staff and feeder school administrators, faculty and staff.

Reprsentative Duties for Career and Transfer Activities:
- Administer diagnostic tests to assess and advise students about their options for careers and educational plans; refer students to the resources provided in the Center.
- Assist students to prepare for their careers by providing information about researching careers and job seeking skills.
- Maintain reference materials and licenses to access software and internet sites for students to research careers within local, regional, national, and international organizations.
- Update and maintain postings about various educational and career opportunities for students to self-refer.
- Perform related duties as assigned.

Conditions of Employment

- Salary is at Range 41
- ($21.52 hourly / $3,730 monthly).
- Initial placement on step AA.
- Minimum 5% increase if promoted.
- 10–working month probationary period.
- Union membership upon employment.
- PERS Retirement.
- Medical/dental/vision insurance program for employee and dependents.
- Employee life insurance ($100,000) is provided.

Screening Procedure

Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline,

October 24, 2014 / 4:30

- Completed COS classified application form
- Letter of interest addressing your interest in this position and the representative duties
- Resume
- Unofficial copies of transcripts of college/university work. Official transcripts required upon employment.

Send to:

Linda Reis
Human Resource Services
(559) 730-3867
Position 4895-c-03-14
College of the Sequoias
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277-2234

Notice to all candidates for employment

*College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation."