

# California State University, Fresno Foundation

## EDUCATIONAL OUTREACH SPECIALIST I

**CENTRAL CALIFORNIA EDUCATIONAL OPPORTUNITY CENTER (CCEOC)**

**JOB ANNOUNCEMENT #18-961**

<p><b>POSITION SUMMARY:</b></p>	<p><b>Full time, benefited position with Central California Educational Opportunity Center (CCEOC), a federally funded TRIO program through the California State University, Fresno Foundation.</b> Under the supervision of the Program Director, the Educational Outreach Specialist provides information regarding financial and academic assistance available to individuals in targeted areas who wish to pursue continuing, postsecondary education and assists them with the preparation of applications for admission and financial aid.</p>
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p>	<p>Under the supervision of the Program Director, the Educational Outreach Specialist's typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Coordinates and executes the program's outreach events and activities throughout the target area communities maintaining a calendar of such events.</li> <li>• Conducts presentations on postsecondary education options and financial aid opportunities to residents in groups or in one-on-one settings.</li> <li>• Recruits interested individuals to complete program application and needs assessment for the development of an Educational Success Plan which notes their starting point and the steps to achieve their educational goals.</li> <li>• Facilitates workshops providing assistance in completing and submitting college admission, financial aid and scholarship applications for enrollment into postsecondary educational and vocational programs.</li> <li>• Conducts financial literacy workshops to increase knowledge among students of financial concepts for better money management skills.</li> <li>• Provides high quality of program services, case management, and follow up assistance to program participants for positive outcomes of their Educational Success Plans.</li> <li>• Provides guidance and assistance with career development and exploration to ensure appropriate selection is made to best meet student's goals.</li> <li>• Provides students career guidance one-on-one along with career assessment as needed.</li> <li>• Works with educational entity personnel in organizing and planning delivery of services to their students and parents.</li> <li>• Responsible for initial program eligibility determination of individuals based on review of program applications for meeting criteria to receive program services.</li> <li>• Provides needs assessment, academic and financial aid advising, and referral services to program participants.</li> <li>• Responsible for basic data entry of applicants and services provided into program's database on a timely basis.</li> <li>• Assists with serving as program liaison, when director or other seasoned staff are unavailable, among the local community organizations, educational entities and other student support services programs in the target area.</li> <li>• Collaborates and maintains partnerships with campus departments and various local agencies to ensure continuation of program services.</li> <li>• Assists with implementation of marketing efforts to inform the target area about program eligibility, services and goals.</li> <li>• Creates various reports (monthly goals and mileage) for review and approval by director.</li> <li>• Attends and participates in staff meetings, program related trainings and in-service, professional development opportunities and annual planning retreat.</li> <li>• Assists the program director in preparing reports, evaluations, proposals and other documents necessary for the continued funding and successful program operation.</li> <li>• Must be willing and available to work evenings and weekends when needed.</li> <li>• Other duties as assigned.</li> </ul>

<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Education, School Counseling, Liberal Studies, Social Work or a related field</li> <li>• Minimum of two (2) years experience working within an educational or social services entity providing services, assistance, or information to our target population or with similar focus.</li> <li>• Have experience in public speaking providing eligibility and service information, rules and regulations, and responding to various questions related to the subject matter</li> <li>• Demonstrated knowledge of educational financial aid available and experience with the processing of such applications online</li> <li>• Must have comprehensive knowledge of various degrees, vocational certificates and career technical education programs at local educational institutions and their enrollment process</li> <li>• Demonstrated ability to speak with persons of various social, cultural, economic and educational backgrounds</li> <li>• Excellent written and oral communication skills</li> <li>• Computer literate with proficient on various computer applications and internet research engines</li> <li>• Possession of a valid California Driver’s License, reliable transportation, adequate auto insurance and good driving record as travel within the Central Valley is required</li> <li>• Must be able to pass background check by State Department of Justice</li> <li>• Demonstrated ability to work in a high paced environment with minimal direction and be a positive team player</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Bilingual – proficiency in Spanish or a Southeast Asian Language</li> <li>• Experience working directly with minority, low-income, first generation and other disadvantaged students or individuals</li> <li>• Candidates who have been successful in overcoming disadvantages representative of the CCEOC targeted population</li> </ul>
<b>SALARY/BENEFITS:</b>	<p>\$3,224.00 – \$3,416.66 per month. Salary will be commensurate with education and experience. Benefits include health, dental, vision and life insurance, 401(K), vacation, sick leave and holiday pay.</p>
<b>FILING DEADLINE:</b>	<p><b>Application review begins September 21, 2018; open until filled.</b></p>
<b>TO APPLY:</b>	<p>Please visit our Auxiliary Human Resource web site at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Avenue  Fresno, CA 93710                      Fax: (559) 278-0988</p> <p>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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