

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Filing Deadline: WEDNESDAY, August 15, 2018: 5:00 p.m.

HIGH SCHOOL EQUIVALENCY PROGRAM (HEP) OUTREACH SPECIALIST

Grant-Funded - 12 months/year, 40 hours/week

BASIC FUNCTION:

Under direction of the HEP program manager, assists students with academic and career placement including completion of the High School Equivalency Program and transitioning to college, careers or military service; serves as liaison with cooperating local agencies, and High School Equivalency testing centers and K-12 partners; assists with selection of textbooks and other program materials.

The High School Equivalency Program (HEP), which has existed since 1967, helps migratory and seasonal farm workers (or children of such workers) who are 16 years of age or older and not currently enrolled in school to obtain the equivalent of a high school diploma and, subsequently, to gain employment or begin postsecondary education or training. The program serves approximately 70 students annually.

RESPONSIBILITIES:

- Assists the program manager in developing and implementing recruitment and outreach plans and materials; coordinates day-to-day recruiting and outreach activities including efforts at non-traditional locations such as wineries, ranches, and social gathering locations.
- Serves as liaison between Mendocino College and other local agencies, K-12 partners and other state and national HEP programs. Such local agencies include Mendocino Private Industry Council (MPIC), California Human Development (CHD), Employment Development Department (EDD), Family Resource Centers and Migrant Ed.
- Gathers and disseminates information about local agencies, High School Equivalency testing centers and K-12 partners to HEP students and graduates; also arranges for presentations by their representatives.
- Develops and distributes bilingual communications such as outreach materials or flyers and memos to HEP students and high school graduates announcing special events or workshops for college application, registration, financial aid, etc.
- Assists in scheduling HEP class times and locations; implements appropriate textbook materials for class sessions.
- Evaluates high school transcripts or equivalency documents of HEP students and determines individual educational plans; advises students.
- Assists in arranging and conducting field trips for HEP students to regional colleges and universities or cultural excursions.
- Assists HEP students as needed with college application, registration, and financial aid procedures, including workshops for resume building and online solicitation.

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- Assists HEP graduates in developing college and career transition plans, contacts college personnel and employers as needed.
- Maintains on-going contact with HEP graduates, such as follow-up for post-graduation placement, to determine if there are any assistance needs which will keep them on track with college or career transition plans.
- Maintains correspondence with a variety of staff at cooperating agencies, institutions and other HEP programs.
- Assists in maintaining student data and records; produces database reports tracking HEP students.
- Meets regularly with the program manager; participates in program planning and evaluation activities.
- Operates a variety of office equipment including a computer and related software, typewriter, calculator, copier, and others as applicable.
- Performs related duties as assigned.

QUALIFICATIONS:

Must be bilingual in English and Spanish

Must possess a valid California driver's license and provide own transportation.

Knowledge of outreach, recruitment, retention and placement of special populations, such as Migrant and Seasonal Farm Workers.

Knowledge of:

Program regulations, policies, and procedures

High school equivalency textbooks and related materials

General college and university admissions and financial aid application regulations

Local job development agencies and institutions of higher learning

General career information and resources such as occupational self-assessments

Migrant seasonal farm worker population

Word processing, spreadsheet, and data base software

Recordkeeping techniques

Interpersonal skills using tact, patience, and courtesy

Ability to:

Communicate effectively verbally and in writing in English and Spanish

Plan, schedule, and perform a variety of technical duties for the program.

Learn, apply, and explain policies, procedures, rules, and regulations of the program

Assist students in developing individual educational and college/career transition plans

Visit students and families in off-worksite locations

Establish and maintain cooperative and effective working relationships with others

Understand and follow verbal and written directions

Work independently with little direction

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Plan, organize, prioritize, and schedule work
Meet schedules and timelines
Prepare correspondence and reports
Maintain a variety of records
Travel throughout Mendocino and Lake Counties
Work occasional nights and weekends
Operate a variety of office equipment including a computer and related software, calculator, copier, and others as applicable

WORKING CONDITIONS:

Office environment; subject to interruptions and distractions. Traveling in two counties.
Physical demands include sitting, standing, reaching, bending, walking, and light lifting

SALARY & BENEFITS:

The monthly salary range is \$3,355 - \$4,197 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. The District provides an outstanding health and welfare package including; family medical, dental, and vision benefits. Employee life insurance is also provided. There are 19 paid holidays annually.

APPLICATION PROCEDURE:

By **Wednesday, August 15, 2018 at 5:00 p.m.**, submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at HRrecruiting@mendocino.edu or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- A letter addressing how you meet the qualifications for this position
- Resume
- Two recent letters of recommendation

***Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.***

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THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified