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**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

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**Application Deadline: Friday, September 6, 2019; 5:00 p.m.**

**Starting Salary: \$3525 per month, increasing to \$4410 over 5 year period  
Fully Paid Medical, Dental, and Vision for Employee and Family**

**NATIVE AMERICAN and OTHER POPULATIONS OUTREACH and SUPPORT SPECIALIST**

Categorically Funded - 12 Months/year; 40 hours/week

**BASIC FUNCTION:**

Under the direction of the appropriate administrator, recruits and supports Native American and other disproportionately impacted populations; informs and connects students with a variety of campus student support programs including financial aid, and EOPS; serves as a liaison between the Native American and other populations, communities, and students in the District and the College.

**REPRESENTATIVE DUTIES:**

Works with supervisor to develop and coordinate recruiting and retention activities for Native American and other population students; Communicates with Counselors, Instructors, and Student Services staff as needed; conducts workshops, seminars, and presentations such as college orientation; coordinates all details and arrangements; works with the Public information officer to create and disseminate appropriate publicity.

Serves as a liaison between the Native American and other population communities/students, the District, and the College.

Conducts site visits to District area high schools for the purpose of student recruitment; works closely with tribal educational coordinators in Mendocino and Lake Counties to perform the duties of the position.

Assists Native American and other students in the completion of grant paperwork and all other scholarships and grants; explains available college services; and refers Native American students to appropriate support services. Assists Native American students in the completion of BIA grant paperwork.

Coordinates, participates in and implements Native American and other population student activities on and off campus.

May represent the College on committees, as assigned; provides information on issues related to education and student services; provides other reports as needed.

Coordinates with EOPS, Financial Aid and other student support programs; Assists, follows up, and supports students regarding application processes for financial aid and other available programs and services for which Native American and other population students may be eligible; follows up with students to ensure they complete the processes correctly and successfully.



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Assists the Student Equity Coordinator in operating the Native American Student Resource Center.

Prepares and maintains a variety of correspondence, reports, documents, and forms; maintains and organizes records and files.

Answers telephones; schedules appointments with students; makes appropriate referrals to college staff and other outside agencies as needed for students.

Operates a variety of office equipment including a computer and Microsoft Office software.

Attends related meetings and workshops; performs other student services duties as assigned.

**QUALIFICATIONS:**

An Associate's Degree in any area is required; a Bachelor's Degree in any area is preferred.

**KNOWLEDGE OF:**

Community college programs and services

Issues in higher education for Native American and other disproportionately impacted students

Local Native American culture and community resources

Diverse educational needs of local Native American and other disproportionately impacted students

BIA grants and other assistance programs

Outreach and recruitment techniques, methods, programs and processes

Public speaking methods

Effective interpersonal skills

Interviewing and advising techniques

Effective verbal and written communication skills

Recordkeeping techniques

**ABILITY TO:**

Relate to and establish a working rapport with local Native American and other disproportionately impacted individuals, Communities and public agencies

Learn, interpret, apply, and explain rules, regulations, policies, and procedures of

Federal and State student financial assistance programs and the department

Interview and advise students from diverse ethnic and socio-economic backgrounds

Read financial and income tax statements

Understand and follow verbal and written directions

Analyze situations accurately and adopt an effective course of action

Communicate effectively both verbally and in writing

Plan, coordinate, and implement activities

Positively represent the college to students and the community

Establish and maintain cooperative and effective working relationships with others



## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Deal effectively with a wide variety of personalities in situations using sound judgment

Meet schedules and timelines

Work independently with little direction

Complete work with interruptions and distractions

Maintain records and prepare reports

Provide own transportation

Work flexible hours including evenings

Operate a variety of office equipment including a microcomputer and Microsoft Office

Software, typewriter, calculator, copier, and others as applicable

### **WORKING CONDITIONS:**

Office environment, subject to interruptions and distractions; as needed, job duties including driving or attending events at schools, community events, Rancherias, reservations, and other locations as needed. Physical demands include sitting, standing, reaching, bending, walking, and occasional light lifting (up to 15 lbs).

### **SALARY AND BENEFITS:**

The monthly salary range is \$3,525-\$4,410 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays annually.

**APPLICATION PROCEDURE:** By **September 6, 2019; 5:00 p.m.**, submit the following application materials 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, [HRrecruiting@mendocino.edu](mailto: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\\_0.pdf](https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf)
- Cover letter
- Resume
- Two recent letters of recommendation

***Incomplete application packets will not be forwarded to the selection committee.***

***Interviews are by invitation only.***

***The college does not reimburse applicants for related travel expenses.***

**THE COLLEGE:** Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the



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

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two 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 basic skills 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.

**THE COMMUNITIES:** Mendocino and Lake Counties include some of California's most picturesque landscape. 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 with some light manufacturing. 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 retirement and 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.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*