

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: Open Until Filled
First Review of Applications: February 5, 2019

NATIVE AMERICAN and OTHER POPULATIONS OUTREACH and SUPPORT SPECIALIST
Categorically Funded - Short Term Non-Continuing Assignment (STNC) (16-32 hrs/wk @ \$20.31/hr; 11 months/year)

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.

RESPONSIBILITIES:

- 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.
- Represents the College on the Native American Advisory Committee; provides information on issues related to education and student services; provides other reports as needed.

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- 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.
- 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.

PREFERRED 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; 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.

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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:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 16-32 hours per week, \$20.31 per hour. The only benefits associated with this job are workers compensation, social security, and Medicare. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

APPLICATION PROCEDURE: By **February 5, 2019; 5:00 p.m.**, submit the following 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, 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 resume and cover letter explaining how the applicant meets the qualifications
- Two recent letters of recommendation

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

THE COLLEGE: Established in 1973, Mendocino College 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 4,500 students 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, and the newly acquired Mendocino Coast Center, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities.

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.

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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 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.