

COMMUNITY AND EDUCATIONAL PARTNERSHIP LIAISON

DEFINITION

To serve as liaison between the college and various public agencies, businesses, groups, and individuals in the development of community/educational partnerships; to assess, develop, and implement strategies for partnerships between the community and the college; to assist in the oversight, coordination, and operation of neighborhood college sites; and to perform duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Dean of Instruction. Exercises technical and functional supervision over student assistants and other clerical staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to:

Represent the college to a wide variety of agencies, groups, and individuals seeking to develop community/educational partnerships as a bridge for their employees/prospective students to further their education.

Assess needs; develop, implement, and evaluate strategies for partnerships with public and private secondary schools, institutions of higher education, and community organizations.

Participate in the oversight, coordination, and operation of the neighborhood college sites and in the development of new course ideas.

Research and interpret policies and procedures related to the development and implementation of educational partnerships; participate in designing, communicating, and implementing procedures.

Serve as a leader in team building, problem solving, and communication processes within the college setting and when representing the college to external groups to develop partnerships.

Organize and direct college departmental work teams to recruit potential students and promote college programs and services.

Assist in reviewing and prioritizing financial resources for use in outreach activities.

Develop strategies and implement a recruitment plan that identifies and encourages target populations to enroll in college programs and courses; assist faculty and staff in outreach efforts.

Promote college programs through participation at school college nights, community meetings, and other outreach events.

Design and implement programs and workshops to address concerns and needs of students.

Make presentations to businesses and industries as part of community outreach and recruitment for various college programs.

Pursue resource development through partnerships, grants, and other appropriate means.

Perform other related duties as required.

(over)

MINIMUM QUALIFICATIONS**Knowledge of:**

College outreach and recruitment program goals and objectives; special needs and concerns of target populations.

Standards, programs, and services related to admissions, financial aid, matriculation, and counseling.

Diverse communities, groups, and agencies within the District's geographic boundaries including local businesses and industry.

Effective outreach and recruitment methods for use with diverse groups and the general community.

Principles and techniques of supervision.

Data analysis and report preparation.

Budget preparation.

Program record keeping practices and requirements.

Team building and problem solving techniques.

Ability to:

Coordinate and monitor a variety of programs and activities at outreach sites.

Work effectively with diverse business and community groups and individuals.

Design and implement outreach and recruitment; evaluate programs for effectiveness.

Gather and compile data and statistical information; prepare written and statistical reports and charts.

Use and operate computers, word processing and database software.

Prepare and monitor annual budgets; prepare and maintain accurate records and files.

Prioritize work to meet deadlines; manage multiple tasks simultaneously.

Deliver oral presentations to business and community groups and students with effectiveness.

Provide technical and functional supervision to others; assign work; review for accuracy and timeliness.

Operate and use modern office machines including a computer, video terminal, and peripheral equipment, a facsimile machine, and a telephone.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the performance of duties.

Lead teams and develop effective solutions.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Equivalent to the completion of a Bachelor's degree from an accredited college or university in public administration, business administration, or public relations.

Training:

Two years of related experience developing, implementing, promoting, and evaluating programs and services, preferably in a college setting.

License:

Possession of, and ability to maintain, an appropriate valid California driver's license and a good

driving record.

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PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read printed materials including computer screen and electronic displays.
- Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents, and reports, to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.