

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: Open Until Filled**  
**First Review of Applications: December 10, 2018**

## **Outreach and Support Specialist (20 hrs/wk @ \$20.31/hr)**

**ML ACE – Covelo**

### **Short Term Non-Continuing Assignment (STNC)**

**RESPONSIBILITIES:** Under the direct supervision of the Mendocino Lake Adult and Career Education Director, and working closely with the Dean of Centers, the Outreach and Support Specialist will connect students to support services and assist them in navigating those services to reach their career and academic goals through programs and agencies within the Mendocino Community College District.

Plans, coordinates and conducts activities and programs to provide enrollment and transition assistance to prospective adult education students.

Designs and delivers oral presentations and workshops for adult education student candidates to include panel presentations, group presentations, and one-on-one meetings.

Serves as a liaison between adult education students and Mendocino College, Adult Schools, and County Offices of Education.

Explains available college services, refer students to appropriate support services and assist with college student applications.

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

Participates in the Outreach workgroup meetings; provides information on issues related to education and student services; provides other reports as needed.

Coordinates with all member and partner agencies of Mendocino Lake Adult and Career Education to develop a referral system, exchange information, and provide quality outreach for prospective students.

Assists, follows up, and supports students regarding application processes for other available programs and services that students may be eligible; follows up with students to ensure they complete the processes correctly and successfully.

Facilitates student bridge/transition sessions to include “warm hand-offs” with local adult education consortium members, workforce development offices and other entities.

Assists students to set career and academic goals and develop a plan identifying assets, barriers, and support services needed to address challenges.

Prepares and maintains a variety of correspondence, reports, documents, and forms; maintains and organizes records and files. Keeps all necessary records and submits required paperwork in a timely manner.

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

Attends required meetings and professional development sessions as directed by the ML ACE Director.

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Meets with member agency administrator as needed.

Performs other duties, as assigned.

## QUALIFICATIONS

**Bilingual English/Spanish Preferred**  
**AA Degree Preferred**

**Knowledge of:** Community resources, programs and needs associated with adult learners; interpersonal skills using tact, patience and courtesy; the needs and challenges facing economically and socially disadvantaged students; bridge/transition classes or advising students about transitions; public speaking methods; effective verbal and written communication skills; recordkeeping techniques; and strong technology skills, including Microsoft Office applications.

**Ability to:** Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of adult education students and learners. Understand and interface with a broad range of community partners, agencies and organizations. Gain an understanding of other organizations/agencies and their processes; coordinate with internal and external partners in providing access to a full range of services and support; work independently; analyze situations accurately and adopt an effective course of action; communicate effectively both verbally and in writing; plan, coordinate, and implement activities. 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; plan and prioritize work; and complete work with interruptions and distractions. Work flexible hours including evenings.

## APPLICATION PROCEDURE:

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](mailto:HRrecruiting@mendocino.edu) or faxed 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>
- Cover letter
- Resume

*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 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.

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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 candidates.*