

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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**Application Deadline: Open Until Filled**

## **Native American Student Resource Center/Outreach Specialist Part-Time Temporary Assignment (20-30 hrs/wk @ \$20.34)**

### **BASIC FUNCTION:**

Under the direction of the Equity Program Coordinator, provides program coordination and specialized support for the Native American Student Resource Center including day-to-day program operations and activities of the Center and Native American student support. Informs and connects students with a variety of on campus and off-campus student support programs; serves as a liaison between the NASRC, the faculty and staff, and students in the District and the College, and implements services as provided.

### **REPRESENTATIVE DUTIES:**

Works with supervisor to manage the NASRC, develop and coordinate student retention activities for Native American students, conduct workshops and presentations on strategies for success, notetaking, test taking, time management and developing professional and academic goals, UC, CSU transfer and TAG process, etc. Develops/organizes NASRC cultural and academic activities and field trips to not only attract the students to the Center and create a sense of community but encourage its repeated use and greater Mendocino College visibility; coordinates all details and arrangements. Contacts other agencies, programs and departments to coordinate various program activities, field trips and workshops.

Provides support for assigned college Integrated SSSP/SEP/BSI plan activities, which may include required steps for priority enrollment and follow up and retention services.

May assist in gathering and maintaining data and statistical information in an effort to ensure appropriate services are provided to students in compliance with district and state regulations, policies and procedures.

Communicates with Counselors, Instructors, and Student Services staff as needed.

Assists in implementing program policies and practices pursuant to district, state and federal program regulations.

Works with supervisor to generate ideas to grow the program and ensure student satisfaction.

Advises Native American Student participants of services provided.

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Provides student transfer support by assisting Native American Students with UC and CSU applications, providing strategies for success in identifying the right program and transfer institutions. Works with university transfer centers and colleges to disseminate information to the students to ensure clarification of departmental/university requirements and acceptance to their school of choice.

Serves as a liaison between the NASRC students, the District, and the College.

Experience in working with special populations, particularly Native American students both on and off the reservation.

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.

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.

## **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

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## **ABILITY TO:**

Interview and advise students; plan, schedule, and perform a variety of program activities; analyze situations accurately and adopt an effective course of action; organize and prioritize work to meet timelines; train and provide work direction to others; compose correspondence; maintain a variety of records and files; establish and maintain cooperative and effective working relationships with others; understand and follow oral and written directions; work independently with little direction; complete work with interruptions and distractions; communicate effectively both verbally and in writing; meet schedules and timelines; plan, organize, prioritize, and schedule work; operate a variety of office equipment including a computer terminal and related software, calculator, copier, and others as applicable

## **WORKING CONDITIONS:**

Office environment; subject to interruptions and distractions. Physical demands include sitting, standing, reaching, bending, walking, and light lifting (up to 15 lbs).

## **ASSIGNMENT/SALARY:**

Assignments are made on a part-time temporarily, hourly contract basis. Total hours per week is between 20-30 hours. A part-time temporary assignment may not exceed a total of 180 days of an annual full-full time assignment. The hourly rate for this position is \$20.34/hr.

## **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.

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

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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.*