OUTREACH SUPPORT SPECIALIST – CENTRAL CA EDUCATIONAL OPPORTUNITY CENTER (CCEOC)

JOB ANNOUNCEMENT #22-320

POSITION SUMMARY:
Full time, benefited position with Central California Educational Opportunity Center (CCEOC), a federally funded TRIO program through the California State University, Fresno Foundation. Under the supervision of the Program Director, the Outreach Support Specialist provides support to the program’s outreach and recruitment efforts of providing information regarding financial and academic assistance available to individuals in targeted areas who desire to pursue or continue postsecondary education, and assists them with the preparation and submission of applications for admission and financial aid to enroll into such programs.

ESSENTIAL JOB FUNCTIONS:
Under the direction of the Director, the Outreach Support Specialist’s typical duties include, but are not limited to, the following:

- Assist with the program’s outreach events and activities throughout the target area communities as assigned and maintain a calendar of such events.
- Conduct presentations at assigned sites on postsecondary education options and financial aid opportunities to residents in groups or in one-on-one settings.
- Recruit interested individuals to complete program application and needs assessment for the development of an educational plan which notes their starting point and the steps to achieve their educational goals.
- Assist with the facilitation of workshops for the completion and submission of college admission, financial aid, and scholarship applications to enroll into postsecondary educational and vocational programs.
- Assist with financial literacy workshops to help increase the knowledge among students of financial concepts for better money management skills.
- Provide quality program services, case management, and follow up assistance to program participants for positive outcomes of their educational plans.
- Provide guidance and assistance with career development and exploration to ensure appropriate selection is made to best meet student’s goals.
- Assist the Educational Outreach Specialist and school personnel to organize and plan the delivery of services to students and parents.
- Responsible for initial program eligibility determination of individuals based on review of program applications for meeting criteria to receive program services.
- Provide needs assessment, academic and financial aid advising, and referral services to program participants after consulting with Educational Outreach Specialist or Director.
- Responsible for basic data entry of applicants and services provided into the program’s database on a timely basis.
- Assist Educational Outreach Specialist by serving as project liaison when instructed among the local community organizations, educational entities, and other student support services programs in the target area.
- Assist with collaborations and partnerships with campus departments and various local agencies to ensure continuation of project services.
- Assists with the implementation of marketing efforts to inform the target area about project eligibility, services, and goals.
- Tracks and reports outreach efforts by providing a monthly report to the director at end of each month for review and approval.
- Attends and participates in staff meetings, program related training and in-service, professional development opportunities and annual planning retreat.
- Must be willing and available to work evenings and weekends when needed.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required:**
- Bachelor’s Degree in Education, School Counseling, Liberal Studies, Social Work or a related field.
- Minimum of two (2) years’ experience working within an educational or social services entity providing services, assistance, or information to our target population or with similar focus.
- Have experience in public speaking and good written and verbal communication skills.
- Demonstrated knowledge of educational financial aid available and experience with the processing of such applications online.
- Must have working knowledge of various degrees, vocational certificates and career technical education programs at local educational institutions and their enrollment process.
- Demonstrated ability to speak with persons of various social, cultural, economic, and educational backgrounds.
- Computer literate with proficiency on various computer applications and internet research engines.
- Possession of a valid California Driver’s License, reliable transportation, adequate auto insurance and good driving record as travel within the Central Valley is required.
- Demonstrated ability to work in a high paced environment with limited supervision and be a positive team player.

**Preferred:**
- Bilingual – proficiency in Spanish or a Southeast Asian Language
- Experience working directly with minority, low-income, first generation and other disadvantaged students or individuals.
- Candidates who have been successful in overcoming disadvantages representative of the CCEOC targeted population

**SALARY/Benefits:** $3,208.34 per month. Benefits include health, dental, vision and life insurance, 401(K), vacation, sick leave and holiday pay.

**FILING DEADLINE:** Application review begins June 8, 2022; Open until filled.

**TO APPLY:** Please visit the Auxiliary Human Resources page at [https://auxiliary.fresnostate.edu/association/hr/](https://auxiliary.fresnostate.edu/association/hr/) for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno  
Auxiliary Human Resources  
2771 E. Shaw Ave. (there is no suite number)  
Fresno, CA 93710  
Fax: (559) 278-0988

Email completed application & resume to: HRAUX@LISTSERV.csufresno.edu

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click [http://fresnostate.edu/adminserv/smokefree/index.html](http://fresnostate.edu/adminserv/smokefree/index.html)  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.