

California State University, Fresno Foundation

EDUCATIONAL OUTREACH SPECIALIST - **CENTRAL CALIFORNIA EDUCATIONAL OPPORTUNITY CENTER (CCEOC)** **JOB ANNOUNCEMENT #24-635**

POSITION SUMMARY:	<p>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 Educational Outreach Specialist provide information regarding financial and academic assistance available to individuals in targeted areas who wish to pursue or continue postsecondary education and assists them with the preparation of applications for admission and financial aid.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Program Director, the incumbent will be responsible for the following, including, but not limited to:</p> <ul style="list-style-type: none"> • Assist the Program Director with developing and planning the yearlong outreach activities and events to meet enrollment goal. • Coordinate and execute the program’s outreach events and activities throughout the target area communities maintaining a calendar of such events. • Conduct presentations 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 to achieve their educational goals. • Facilitate workshops, assisting in completing and submitting college admission, financial aid, and scholarship applications for enrollment into postsecondary educational and vocational programs. • Conduct financial literacy workshops to increase knowledge among students of financial concepts for better money management skills. • Provide high quality program services, case management, and follow up assistance to program participants for positive outcomes. • Provide guidance and assistance with career development and exploration to ensure appropriate major/career selection is made to meet student’s goals. • Provide students career guidance one-on-one along with career assessment as needed. • Work with educational entity personnel in organizing and planning delivery of services to their 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. • Responsible for data entry of applicants and services provided into program’s database on a timely basis. • Assist with serving as program liaison among the local community organizations, educational entities, and other student support services programs in the target area. • Collaborate and maintain partnerships with campus departments and various local agencies to ensure continuation of program services. • Assist with preparation and implementation of marketing efforts to inform the target area about program eligibility, services, and goals. • Create various reports (monthly goals and mileage) for review and approval. • Attend and participates in staff meetings, program related training and in-service, professional development opportunities and annual planning retreat. • Assist the program director in preparing reports, evaluations, proposals, and other documents necessary for the continued funding and successful program operation. • Must be willing and available to work evenings and weekends when needed. • Other duties as assigned.

POSITION REQUIREMENTS:	<p><i>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.</i></p> <p>Required:</p> <ul style="list-style-type: none"> • Bachelor’s degree – Education, School Counseling, Liberal Studies, Social Work, or a related field. • Minimum of two 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 providing eligibility and service information, rules and regulations, and responding to various questions related to the subject matter. • Demonstrated knowledge of educational financial aid available and experience with the processing of such applications online. • Must have comprehensive 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. • Excellent written and oral communication skills. • Computer literate with proficient 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. • Must be able to pass background check by State Department of Justice • Demonstrated ability to work in a high paced environment with minimal direction and be a positive team player. <p>Preferred:</p> <ul style="list-style-type: none"> • 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
COMPENSATION:	\$3,587.50 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins <u>August 28, 2024</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

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> Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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