California State University, Fresno Foundation

OUTREACH SUPPORT SPECIALIST - CENTRAL CALIFORNIA EDUCATIONAL OPPORTUNITY CENTER (CCEOC)

JOB ANNOUNCEMENT #26-849

POSITION SUMMARY:	**30-hour per week (.75 FTE), 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 post-secondary education and assists them with the preparation and submission of applications for admission and financial aid to enroll into such programs.
ESSENTIAL JOB FUNCTIONS:	• 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 applications and needs assessment for the development of an educational plan to achieve their educational goals. • Assist with the facilitation of workshops for the completion and submission of college admission, financial aid, and scholarship applications for enrollment 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. • Provide guidance and assistance with career development and exploration to ensure appropriate major/career selection is made to meet student's goals. • Assist the Educational Outreach Counselor 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 advice, and referral services to program participants after consulting with Educational Outreach Counselor or Director. • Responsible for data entry of applicants and services provided into the program's database on a timely basis. • Assist Educational Outreach Counselor and Director 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 the 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 retreat planning. • Must be willing and available to work evenings and weekends when needed. • Other duties as assigned.

POSITION REQUIREMENTS:	*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 accommodation 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 one (1) year 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 people of various social, cultural, economic, and educational backgrounds. • Computer literate with proficiency in various computer applications including databases; Excel, Power Point, Publisher, Microsoft Word, Internet, 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 a background check by the State of Department of Justice • Demonstrate the ability to work in a high paced environment with limited supervision and be a positive team player. **Preferred:** • Bilingual – proficiency in Spanish • 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 • Knowledge of Blumen Database
COMPENSATION:	**$3,139.50 per month at .75 FTE ($37,674 annually).** Benefits include medical, dental, vision, and life insurance, 401(k) retirement, vacation, sick leave, and holiday pay.
DEADLINE:	**Application review begins November 30, 2026.** Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. **E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.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
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.
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