

Mt. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title	ESL Outreach Specialist	Range:	31
Date Created	December 17, 2003	Date Approved:	

PRIMARY PURPOSE:

The ESL Outreach Specialist participates in the outreach, recruitment and admission of eligible persons to attend the College through the Vocational ESL and other ESL programs, which provide career-related English and other instruction for the limited English population.

Essential Functions

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides presentations within Mt. SAC and to community agencies to bring awareness of ESL/VESL and recruits students
2.	Arranges student visits to the department; disseminates information as requested
3.	Develops and maintains positive relationships with students, the public, and private organizations and community agencies
4.	Assists in processing of student applications for admission to ESL/VESL programs
5.	Administers assessment tests in accordance with College policies, procedures and curriculum requirements
6.	Assists ESL counselor with providing guidance and information to students
7.	Maintains appropriate records and files for ESL and/or VESL students; maintains and updates records and data in accordance with Federal and State guidelines for reporting purposes
8.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
9.	Performs related duties as assigned

OTHER FUNCTIONS:

The ESL Outreach Specialist coordinates outreach efforts within Mt. SAC and to schools, agencies and other organizations whose population may benefit from Vocational ESL or other ESL programs, and maintains effective liaison programs. Other decisions, such as budget funding for supplies and materials and support personnel, and written and verbal instructions and direction as appropriate, are referred to a higher authority.

WORKING RELATIONSHIPS:

The ESL Outreach Specialist maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE:

High School Diploma; two years of college or vocational training preferred; two – four years of directly related experience; public relations or student services experience preferred.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- District policies and procedures
- Computer literacy; various software applications i.e., Microsoft Word, Access

Skills and Abilities to:

- Strong problem solving skills
 - Excellent interpersonal and negotiating skills
 - Demonstrate excellent written and oral communication
 - Employ management, organizational and supervisory skills
 - Work independently
 - Work in culturally and linguistically diverse community
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WORKING CONDITIONS:

College office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 25 pounds.
