

**Position Description**  
**Vocational Outreach Specialist**  
**Department: Student Services**

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**POSITION PURPOSE**

The Vocational Outreach Specialist supervises activities of the Re-entry Center, recruits students returning to school or entering as older adults under special circumstances, and administers programs and services designed to meet their needs.

**NATURE AND SCOPE**

The Vocational Outreach Specialist supervises the student workers and clerical and hourly support staff.

The Vocational Outreach Specialist is responsible for the outreach and recruitment of reentry students e.g., older adults, single parents and homemakers, determining eligibility for VATEA and other programs, assisting students with their needs, and monitoring the various program budgets. Other decisions, such as written and verbal instruction and directions as appropriate, are referred to a higher authority.

**EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES**

1. Plans, develops, and implements a recruiting program for "re-entry" students to enroll at the College.
2. Prepares advertising copy for outreach efforts to promote the College, its programs, and services.
3. Establishes liaison with community services agencies and programs to ensure the College's programs and services are represented and communicated at those sites.
4. Supervises overall operations of the Re-entry Center, including work schedules of support staff, to ensure student needs for support services are met.
5. Prepares grant requests to obtain additional funding for re-entry center services.
6. Compiles information for reports.
7. Performs related duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge:**

Knowledge of District policies and procedures; admissions regulations and requirements  
California Education Code; Title IV and V regulations  
Understanding of government and/or funded programs preferred, i.e., Pell Grants, VATEA,  
GAIN, JTPA  
An understanding of different socio-economic levels of the community population  
Educational and vocational needs of re-entry students  
Familiarity with local community and geography

**EMPLOYMENT STANDARDS (cont'd.)**

**Skills and Abilities:**

Interviewing and selection techniques; counseling techniques  
Strong analytical skills  
Strong problem solving skills  
Excellent interpersonal skills  
Excellent written and oral communication  
Ability to work independently  
Ability to work in culturally diverse community  
Management, organizational and supervisory skills

**Education and Experience:**

A.A. degree in Education or directly related field  
2-4 years directly related experience

**Working Conditions:**

Typical office environment