Summary
Under the direction of the Dean of Enrollment Services, the Outreach Supervisor provides leadership, administration, and strategic vision for programs, services, and activities related to school relations, outreach, and enrollment for students and prospective students.

Essential Duties and Responsibilities
- Directs, supervises, evaluates, trains, and schedules assigned personnel.
- Directs and supervises the District’s recruitment program for local K-12 school students.
- Directs and supervises a variety of outreach and recruitment activities such as college fairs, community events, and events at K-12 schools.
- Directs and supervises liaisons with local school districts and programs including activities and visitations to local schools to meet with principals, counselors, teachers, parents, K-12 students and community members.
- Trains, coordinates, and supervises the work of designated outreach staff and student workers.
- Oversees the student database and tracking system.
- Directs and supervises recruiting events on and off-campus such as application workshops, college presentations, campus tours, college fairs and other support services.
- Represents the college in the community and at local schools.
- Prepares reports as needed.
- Directs and supervises the Student Ambassador program.
- Supervises and trains Completion Coaches.
- Directs and supervises support services designed to facilitate course registration for concurrently enrolled high school students and collaborates with instructional programs to administer early college offerings at area high schools.
- Prepares budgets.
- Directs and supervises the completion and assessment of student learning outcomes, service area outcomes, program review and other required reports.
- Maintains positive working relationships with other departments on campus.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance including serving on campus governance committees.
- Resolves conflicts.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities
- Requires working knowledge of outreach and recruitment principles, methods, and activities appropriate for K-12 school recruiting.
- Requires knowledge of FERPA, Title V, and California Education Code rules and regulations related to recruitment and enrollment.
- Requires a working knowledge of, and skill at, the logistics involved in scheduling and participating in a variety of activities on and off-campus.
- Requires management skills in budget formation and administration.
- Requires ability to interpret, apply and explain rules, regulations, policies and procedures.
- Requires well-developed human relations written and oral communication skills to maintain professional liaisons with local school district employees and to coordinate the work of outreach staff.
- Requires a working knowledge of computer database and tracking system software as well as knowledge of commonly used office equipment and software programs.
- Requires the ability to communicate effectively with a diverse population both orally and in writing.
- Requires the ability to carry out the essential functions of the position with only general direction.
- Plan, organize, and prioritize work.
- Meet schedules and timelines.
- Requires the ability to interpret and apply recruitment strategies.
- Requires the ability to explain and train the District's staff and student workers to understand and promote the District's recruitment process and its functions.
- Requires the ability to evaluate a complex program.
- Requires the ability to organize events and conferences that promote the District and its outreach efforts.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to conduct long-range strategic planning.
- Ability to provide customer service protocol with a customer service oriented priority.
- Requires the ability to organize and conduct follow-up efforts with potential students.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

**Education and Experience**
- Possession of a bachelor's degree, and two years of experience in college outreach and/or recruitment or two years of general student service experience in a college setting.

**Licenses and Certificates**
- Requires a valid driver's license.