

**Project Specialist - (IVC - Promise Outreach)
South Orange County Community College District**

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Posted May 10, 2019, set to expire Sep. 9, 2019

Job Title	Project Specialist - (IVC - Promise Outreach)
Department	Administration (IVC-036-000)
Institution	South Orange County Community College District South Orange County, California
Date Posted	May 10, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Institutional Advancement Educational Services
Apply Online Here	http://jobs.socccd.edu/postings/9932
Apply By Email	
Job Description	

The District's goal as an academic community is to sustain a working environment that is welcoming to all, fosters and celebrates diversity, and promotes and rewards excellence. An exemplary academic community promotes an inclusive environment that best prepares our faculty, staff and students to live, work, and contribute to a global society.

South Orange County Community College District is seeking a pool of qualified applicants for the Irvine Valley Promise Program Inreach Project Specialist. This position will provide educational services and resources to cohort of students in the Irvine Valley Promise program.

This position is a short-term, temporary, Non-Bargaining Unit assignment, not to exceed 160 days during each fiscal year. The assignment is on an as needed basis, and may be shortened or extended. Supervised by the Assistant Dean Financial Aid and Student Support Services, the Irvine Valley Promise Outreach Project Specialist will join of team of other Financial Aid Office staff to provide outreach, support services, activities and resources to the College's service area public high schools

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students.

Representative Duties and Responsibilities:

Responsibilities of the position include: Assisting in the facilitation, coordination and promotion of the Irvine Valley Promise Program by conducting outreach events on high schools campuses and the College for prospective students by assisting students with completing the FAFSA, California Dream Act and admissions applications; and working with the Financial Aid Office, Counseling, Matriculation and Outreach department staff for other prospective student events. The Outreach Project Specialist will also supervise (2) IVC student help assistants in the support of outreach events, develop marketing materials in conjunction with the Asst. Dean of Financial Aid and the Marketing and Creative Services Department and perform general clerical duties in support of the Irvine Valley Promise Program. Evening and weekend hours will be required for scheduled events as well as attendance at College, District and regional meetings.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.