



## **STUDENT EQUITY AND ACHIEVEMENT SPECIALIST**

### **BASIC FUNCTION**

Under the direction of an appropriate supervisor, provide outreach services and activities that support the academic and social well-being of disproportionately impacted students and traditional student populations. Prepare workshops and provide direct support to assist successful matriculation of incoming first-year students and maintain support for all students. Provide support for special services and outreach in ensuring that students are provided equity in acquiring basic needs to be successful college students.

### **DISTINGUISHING CHARACTERISTICS**

This classification performs responsible and varied work with disproportionately impacted students. The incumbent is involved with planning, promoting, and providing support to ensure student success. The work requires extensive interaction with participants/students, faculty, staff, and others. The incumbent must possess well-developed organizational skills and specialized technical knowledge related to outreach and equity in student support services.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.*

1. Provide matriculation services for incoming high school students, first-year students, and all students throughout their journey at IVC. Prioritize matriculation support for disproportionately impacted students to ensure equitable access to education.
2. Prepare and assist with student workshops, webinars, and events to promote program services and activities. Engage in outreach to recruit and retain incoming, non-traditional, and disproportionately impacted student populations.
3. Plan and provide presentations for student recruitment including meetings with high school counselors, school representatives, and local organizations that primarily serve historically underrepresented and disproportionately impacted populations.
4. Responsible for assisting with programs and services ensuring students have equitable access to and screening for basic needs and community referrals for unmet needs.

5. Provide assistance regarding the college matriculation and supportive services to all students and primarily students from minority populations.
6. Assist in budget development and coordination; complete necessary business forms and adhere to established business policies and procedures.
7. Collect and report data regarding program outcomes. Ensure reporting and data collection is correct and submitted in a timely manner to supervisor.
8. Assist with presentations to local community agencies to share best practices, success stories, and identify support for challenges faced by students experiencing hardship.
9. Attend staff meetings, trainings, workshops, and conferences related to assigned program(s). Participate in meetings and on committees as assigned.
10. Assist with the development and maintenance of social media content, websites, brochures, posters, and other informational literature related to assigned program(s).
11. Assist in maintaining databases; ensure services provided to students follow district and state regulations, policies, and procedures.
12. Provide training and supervision to students and temporary employees.
13. Perform other job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Federal, state, and local laws, codes, and regulations.
- District organization, operations, policies, and procedures.
- Postsecondary educational opportunities.
- Enrollment and Financial Aid systems.
- Modern office practices, software, procedures, and equipment.
- Student services programs and procedures.
- Public relations techniques.

### **Skills and Abilities To:**

- Read, write, and communicate.
- Work independently with little direction.
- Operate office machines.
- Operate software and data systems.
- Meet schedules and deadlines.

- Solve problems and make good decisions.
- Work with and exhibit sensitivity to a diverse population of community college students.
- Perform independently and within a team.

### **Education and Experience:**

Associate degree in counseling, social work, human relations, social science, career development, education or related fields or combined equivalent experience of two (2) years of relevant experience.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level.

### **Physical Demands:**

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment