



Job Announcement

Outreach & Retention Specialist

College Assistance Migrant Program
Full-Time/Grant-Funded Exempt Position

Salary: \$35,000 - \$40,000 Annually

Recruitment Availability: **Open Date:** November 20, 2009 **Close Date:** December 21, 2009

Benefits: Excellent fringe benefits including health, vision, and dental insurance for entire family (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

The Outreach & Retention Specialist will provide leadership in outreach and recruitment efforts in support of the College Assistance Migrant Program (CAMP). This position is responsible for establishing and implementing strategies to increase participation, retention and academic success for migrant seasonal farmworker students during their freshman year at Columbia Basin College (CBC). The Outreach & Retention Specialist will assist in coordinating the project's academic support efforts and reports directly to the CAMP Director within the Office of Diversity & Outreach Division.

PRIMARY RESPONSIBILITIES

- Develop an outreach and recruitment plan for eligible participants with the approval of the CAMP Director;
- Work with the CAMP Director and Retention Specialist in the planning and implementation of a strategic retention plan and learning communities for CAMP participants;
- Provide both academic and non-academic support to CAMP participants. Help participants navigate their first year of college successfully;
- Recruit and identify potential CAMP participants, in compliance with Department of Education eligibility requirements;
- Outreach to migrant education programs and community organizations serving farmworkers;
- Outreach to migrant and farmworker parents on a one-on-one basis and in groups. Arrange home visits with families of eligible CAMP participants;
- Interface and cooperate with administration, counselors, instructors and school district principals, specialized staff and support staff as necessary and appropriate to ensure outreach efforts;
- Conduct preliminary intakes of potential participants and their parents to determine eligibility for the CAMP program;
- Develop, coordinate and implement outreach efforts through community forums, presentations and visits;
- Participate in community outreach and recruitment events;
- Develop and disseminate CAMP brochures and applications;
- Provide CAMP participants with academic and professional/career development guidance. Administer assessments, make referrals, and recommend resources as needed. Monitor and track individual progress of program participants;
- Administer comprehensive needs assessments to CAMP participants and advise individual participants on creating a successful academic plan;
- Assist with academic problem solving and crisis management, as needed, and maintain a detailed filing system of individual CAMP participant files;
- Complete monthly outreach reports;
- Track potential and eligible CAMP participants using management information systems;

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- Participate in regular meetings with CAMP staff to maintain current information to share with participants, and to plan retention procedures;
- Serve on campus committees as appropriate;
- Participate in professional development to stay current in professional field; and
- Perform other related duties as assigned.

COMPETENCIES

- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.
- **Change Management:** Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; and monitors transition and evaluates results.
- **Quality Management:** Looks for ways to improve and promote quality; and demonstrates accuracy and thoroughness.
- **Project Management:** Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; and manages project team activities.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Education, Counseling or related field and comparable proven experience working with low income, underrepresented, migrant seasonal farmworkers and/or human services programs;
- Excellent oral and written communication skills;
- Prior knowledge of federal and state guidelines and procedures;
- Experience working with federal grants; and
- Bilingual in Spanish and English, with demonstrated bicultural skills.

DESIRED QUALIFICATIONS

- Prior experience with CAMP, the High School Equivalency Program, or Student Support Services; and
- Experience in a higher education setting, providing advising services or counseling to students who are educationally, economically, and otherwise disadvantaged.

TERMS OF EMPLOYMENT

This position is available immediately and is a twelve (12) month per year, full-time exempt position. The work hours for this position are Monday through Friday from 7:30 a.m. to 4:30 p.m.; however working hours may vary due to work demands, summer schedule, and some evening and weekend work as required.

PROCESS NOTE: In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check as a consideration of employment.

CONDITIONS OF EMPLOYMENT: In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of Columbia Basin College to maintain an alcohol and drug-free workplace for our employees and students.

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PHYSICAL REQUIREMENTS:

- Occasional need to lift at least 20 pounds;
- Ability to sit and stand for long periods of time;
- Frequent need for oral, written and auditory communication;
- Frequent repetitive hand and wrist motions;
- Occasional need for travel; and
- Ability to work in fast paced and/or sometimes stressful situations.

APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
 - a. Signed Affirmative Action Data Form.
 - b. Applicant Notification & Disclosure Statement (Background Check).
 - c. Department of Retirement Systems Retirement Status Form.
 - d. Signed Abso Background Check Form.
2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.
4. Three (3) current letters of recommendation. All letters must have been **written within the last year, be signed and dated**, and be from a person having firsthand knowledge of the applicant's professional qualifications. Letters should address how the applicant's qualifications and experience relate to the position. Letters may be faxed directly to the College at (509) 544-2029.
5. A copy of your transcripts. Unofficial transcripts are acceptable.
 - a. **Note: If you are hired, you will need to provide official transcripts at that time.**

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact Jessica Miller in the Human Resources Office at (509) 542-4833. All application materials must be received in the Human Resources Office no later than 4:30 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4833.

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