VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT SERVICES SPECIALIST/RE-ENTRY AND WOMEN’S CENTER

BASIC FUNCTION:

Under the direction of the Dean of Student Development, plan, develop, implement and evaluate all aspects of the Re-Entry and Women’s Center and provide general guidance related to students reentering school.

REPRESENTATIVE DUTIES:

Plan, develop, and implement work plans to meet established goals and objectives; develop outcome measures, success indicators, and evaluation mechanisms for Re-Entry and Women’s Center services and quality. E

Assist students with difficulties related to school, home, and work responsibilities, provide referrals as needed. E

Plan and coordinate Re-Entry and Women’s Center workshops/in-services, support groups, orientations, outreach and recruitment, and various annual events. E

Plan, coordinate and monitor special programs, including grant applications and final reports. E

Monitor student academic programs; maintain student records and provide appropriate referrals, tracking and recruitment for direct services provided through the Re-Entry and Women’s Center. E

Monitor program success, conduct assessments on the services offered at the Re-Entry and Women’s Center, maintain statistics on related activities and center history, and prepare various center reports. E

Participate in the development of the Re-Entry and Women’s Center budget(s), emergency textbook loan program, and any automated system-related items; manage and allocate any income generated from fund-raising activities; initiate requisitions and purchase orders, purchase supplies and textbooks. E

Update website, volunteer training handbook, and Re-Entry and Women’s Center brochures. E

Oversee the work of student staff by providing daily work direction on proper business conduct including appropriate business practices. E

Represent the Re-Entry and Women’s Center and the college at various public, community, private and academic agency meetings. E

Oversee the operation of the textbook lending library. E

Perform related duties as assigned.

Established July 2005
KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

College support services
Basic college policies and procedures
Interpersonal communication skills
Organization and planning skills
Data collection and record keeping systems
Marketing and promotional skills
Recruiting and outreach strategies
Special needs of culturally diverse and under-represented students
Methods, procedures and terminology used in education, at the college level

ABILITY TO:

Organize, plan, direct, and implement comprehensive programs and services related to special projects
Communicate student services information to students, faculty and other staff
Communicate effectively both orally and in writing
Work cooperatively with others
Work with a diverse, multi-cultural population
Work effectively and cooperatively with community agencies and organizations

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in sociology, psychology, education, liberal arts, or other related field and two years of increasingly responsible student services experience in a college environment, providing guidance to students re-entering college, non-traditional students, or at-risk students, OR two years of related human services work experience in a college environment, including experience planning, developing, implementing, and evaluating related programs.

WORKING CONDITIONS:

ENVIRONMENT:

Student Services office environment
Constant interruptions and frequent interaction with students, staff and the public

PHYSICAL ABILITIES:

Sitting for extended periods of time
Hearing and speaking to exchange information
Seeing to read and review documents
Reaching to file and retrieve records