



**ANTELOPE VALLEY COLLEGE**  
invites applications for the position of:

## **Program Specialist - Second Year Experience (Temporary -Short term hourly)**

**SALARY:** \$21.41 Hourly

**DEPARTMENT:** Student Life

**OPENING DATE:** 06/17/21

**CLOSING DATE:** Continuous

STH - Monday – Thursday: 7:30 am – 6:00 pm Friday: 7:30 am-11:30 am (Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) Temporary employees may only work up to 25 hours a week (not to exceed 100 hours per month), total not to exceed 999 hours for a total of 100 days. (Days are counted regardless of # of hours worked per day)

Establishing a Pool

Cover Letter, Resume

### **DESCRIPTION:**

#### **BASIC FUNCTION:**

Under the direction of the Director of First Year Experience, serve as a liaison to high school district, campus and community organizations and general public on matters related to recruitment and outreach; participate in campus and community events and activities, assist in setting priorities for marketing, solicitation and showcasing college programs and services.

### **REPRESENTATIVE DUTIES:**

*E= indicates essential elements of the position*

- Develop, plan and organize a variety of student and community- related programs, events and activities, city and organizational fairs, festivals, campus activities and meetings. (E)
- Assist in the development and implementation of strategies to promote attendance at Antelope Valley College and higher education institutions. (E)
- Assist in developing and implementing strategies to promote recruitment and retention at AVC including but not limited to high school orientations and welcome week activities. (E)
- Coordinate the dissemination of college program and service information and the financial aid process to a variety of populations via presentations, direct mail campaigns, telephone campaigns, etc. (E)
- Serve as a liaison between prospective students, current students and college departments. (E)

- Serve as a liaison to community groups, organizations, other higher education institutions, the high schools, middle schools and/or elementary schools. (E)
- Plan and conduct student, campus and community events. (E)
- Attend and participate in community, city and organizational fairs, festivals and meetings and committees.
- Assist in the maintenance of a database of prospective students and community contacts, provide follow up activities, prepare handbooks, public relations materials and policies to assist and aid in enrollment related activities.
- Assist in office record keeping and filing activities, assemble data and prepare reports, maintain a variety of equipment and inventory.
- Recruit, train and provide work direction student ambassador corps including but not limited to initial and on-going training, meetings, office duties, and off-site staffing of events.
- Maintain correct knowledge of computer and related techniques that affect recruitment and retention and enrollment management practices.
- Some travel required.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and training or at least two years of work experience with high school and college students and/or target groups in marketing, public relations and information campaigns; experience giving oral presentations.

### **KNOWLEDGE OF:**

- Methods and techniques in working with prospective students
- Methods and techniques in working with college students and groups
- Modern office practices, procedures and equipment
- Statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Excellent oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Principles of training and providing work direction
- Concepts of recruitment, marketing and public relations
- Proper lifting techniques

### **ABILITY TO:**

- Learn applicable section of State education code and other applicable laws
- Learn and apply district operations, policies, and objectives
- Learn and apply the philosophy, objectives, and policies of student services
- Work a flexible schedule involving evening, weekend and holiday hours
- Learn, understand and explain college preparatory curriculum for high school students, college curriculum and regulations
- Learn, understand and explain Financial Aid application and general processes
- Lift, move and break down equipment, displays, furniture and totes used for various events and presentations
- Maintain accurate records
- Work independently with little supervision
- Meet schedules and deadlines
- Establish and maintain cooperative and effective working relationships with others
- Direct a team of student workers

- Communicate effectively in all methods of communications with diverse populations
- Travel within the service area of the college

**Licenses and Other Requirements**

- Valid Driver's License and current auto insurance as required by state law
- Work a variable schedule to accommodate evening, weekend and holiday hours

**WORK ENVIRONMENT:**

- Indoor and outdoor work environment
- May be in excess heat or cold weather
- Evening, weekend and holiday hours
- Driving a vehicle to conduct work as required by position
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**PHYSICAL EFFORT:**

- Walking to review activity program and sites
- Standing to disseminate information
- Lifting heavy objects up to 50+ pounds
- Pulling/Pushing heavy objects on dollies or carts

**OTHER INFORMATION:**

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**EQUAL OPPORTUNITY EMPLOYER:**

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

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**Annual Security Report** is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

**APPLICATION INSTRUCTIONS - PLEASE READ**

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
  - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
  - All out of the country transcripts must be evaluated prior to submitting them with applications.

- Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
- If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
- Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
- For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.avc.edu>

3041 West Avenue K  
Lancaster, CA 93536  
(661) 722-6300  
(661) 722-6311

[apatin@avc.edu](mailto:apatin@avc.edu)

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Position #RN20-61  
PROGRAM SPECIALIST - SECOND YEAR EXPERIENCE  
(TEMPORARY -SHORT TERM HOURLY)  
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