

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

NextUp Program Specialist (Extended Opportunity Programs & Services) (Categorically funded)

Salary Range 13

BASIC FUNCTION: Under the direction of the Director of EOP&S, the NextUp Specialist, will, from an equity-centric approach, perform a variety of specialized duties related to reviewing and determining new and ongoing program eligibility for current and former foster youth; provide case management, prepare grants, and provide training and work direction for student and hourly workers; and perform other related duties as assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Develops, plans, and organizes events, activities, organizational fairs, campus activities, meetings, presentations, and programs to provide equitable access to information and assistance to current and former foster youth students regarding the NextUp program.(E)
- Works in collaboration with the Financial Aid Office, Business Services and Cashier Office to prepare book/financial grants. (E)
- Assists in developing and implementing of equitable strategies to promote access, recruitment, success, retention, and completion of educational goals for current and former foster youth. (E)
- Coordinates the dissemination of college program and service information and the financial aid process to current or former foster youth. (E)
Serves as a liaison between prospective current or former foster youth students, current students, and college departments. (E)
- Reviews and determines ongoing student eligibility processes; reviews new, potential, and continuing NextUp program applicants.
- Reviews college transcripts as necessary; reviews and prints class schedules.
- Assesses Department of Social Services documents for student eligibility. (E)
- Provides and coordinates a variety of services for the NextUp program, such as case management, and activities to assist students in their academic achievement and personal growth.
- Use student information systems to record and retrieve student data.
- Assists in office recordkeeping and filing activities, assembles data and prepares reports, and maintains equipment and office inventory.
- Serves as a liaison to community groups, organizations, other higher education institutions, the high schools, middle schools and/or elementary schools. (E)
- Recruits, trains, and provides work direction to student workers, including, but not limited to, initial and on-going training, meetings, and office duties. (E)

- Verifies students are meeting program requirements for NextUp. (E)
- Attends departmental staff meetings, in-services, and job-related conferences, workshops, and seminars.
- Some travel required.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

Any combination equivalent to: two years college-level course work in social science, human services or related field and two years experience in a related human services field.

KNOWLEDGE OF:

- DEIA principles, cultural competence, and growth mindset.
- Extended Opportunities Program and Services and NextUp.
- Community organizations and agencies relating to prospective students.
- Strategies in working with, understanding of, and sensitivity to current/former foster youth and diverse populations.
- Recruitment procedures and techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office practices and procedures and equipment.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Proper lifting techniques.

ABILITY TO:

- Learn applicable sections of 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 equitably and effectively with current/former foster students, faculty, and staff from diverse backgrounds in order to promote equal access to all divisional programs.
- Work evening and weekend hours as needed.
- Learn, understand, and explain college preparatory curriculum for high school students, and college curriculum, regulations, and admissions procedures.
- Learn, understand, and explain Financial Aid application and general processes.
- Lift and move totes used for various events and presentations.
- Work independently with little supervision.
- Meet schedules and deadlines.
- Direct a team of student workers.

- Communicate effectively and with cultural competence both orally and in writing.
- Travel within the service area of the College.
- Prepare and deliver oral presentations.
- Establish rapport with current and former foster students and community members.
- Read, interpret, apply, adhere to, and explain rules, regulations, policies, and procedures.
- Work confidentially and demonstrate discretion.
- Maintain accurate records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides training and work direction to student workers and hourly workers.

CONTACTS: Co-workers, other departmental staff, students, and the general public.

PHYSICAL EFFORT:

- Sitting or standing for extended periods of time.
- Lifting up to 25 lbs. Pulling/Pushing heavy objects on dollies or carts.
- Reaching to retrieve and file records.

WORKING CONDITIONS (Refer to Classified CBA):

- Office environment. Constant interruptions.
- Occasional outdoor work environment.
- Occasional evening and weekend hours.
- Occasional travel, transport and set up at events on and off campus.