

Job Description/Title: RE-ENTRY COUNSELING SERVICES SPECIALIST

Approved, Bargaining Unit President: 3/14/08

Approved, MPC Associate Dean, Human Resources: 2/28/2008

Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

RE-ENTRY COUNSELING SERVICES SPECIALIST

JOB SUMMARY

Under general supervision, participate in the day-to-day activities of Women's Programs Re-Entry/Multicultural Resource Center. Receive limited supervision within a broad framework of standard policies and procedures. Provide information and assistance for students not requiring the services of a counselor. Perform various activities and provide information and assistance related to single parent, homemaker, and re-entry services of the college to students and potential students. Inform students of eligibility requirements and availability of program offerings. Establish and maintain good public relations with staff, students, and the community.

EXAMPLES OF FUNCTIONS

Essential Functions

Process administrative details not requiring the immediate attention of the program director.

Assist in developing office procedures.

Provide information/assistance to students and at community outreach presentations regarding services and activities of Women's Programs, and the Re-Entry and Multicultural Resource Center.

Serve as source of information to students regarding the policies and procedures of the program; provide information where judgment, knowledge and interpretation are necessary.

Refer inquiries from staff and students to appropriate sources as necessary.

Interview prospective students for program eligibility and refer all prospective students to other MPC departments or community services as needed.

Provide intake, orientation, matriculation, and retention services for students; assist program participants in understanding requirements and resolving paperwork or system problems; expedite resolutions of problems requiring off-campus resources.

Assist students in understanding and applying information contained in the course catalog and MPC application processes including Financial Aid and scholarships; assist students with writing resumes and completing forms and applications.

Participate in planning and producing the Annual MPC Monterey County Women's Multicultural Conference, including development, design, and production of all databases, invitation, advertising, and event programs for annual conference.

Maintain records pertaining to program participants; maintain records and accountability for the Low Income Student Textbook Loan Program and Peggy Baskin Women's Studies Textbook Loan Program; and maintain confidentiality of participants' records.

Assist in preparing accountability reports to College, Chancellor's Office, and federal government.

Participate in program planning and evaluation; identify needs and develop resources and strategies to assist outreach planning and student orientation and retention; collect labor market economic information.

Assist with the registration and monitoring progress of program participants.

Participate in recruitment and retention of students who may be eligible for vocational, self-enhancement, or transfer programs, continuing programs with high schools, adult education programs, and other educational institutions.

Maintain the catalogues of Women's Programs book and video collections and daily log of student contact.

Participate in planning, preparation, and execution of monthly calendar of events; conduct weekly film series and guest presentations.

Prepare Women Supporting Women newsletter mailings.

Assist in publicizing and carrying out workshops.

Maintain and update Community Resource Bank; communicate with community agencies, organizations, professionals and other colleges to maintain up-to-date resource data.

Coordinate and guide planning for the Women's Studies Club/the Women's Intercultural Alliance and the LUNA Club.

Assist in the development of forms, workbooks, memos and flyers for department programs as needed; assist in the distribution of program information and flyers.

Design, develop, construct, and maintain databases for program groups, such as Women Supporting Women, Women Mentoring Women, conference attendees, community organizations, program students, and multiple contact lists for various program functions; organize bulk mailings.

Construct visual teaching aids using technology for Women's Studies classes.

Collaborate with the Public Information Office to plan facilities for events and provide information for public service announcements.

Represent Women's Programs and MPC on community organizations, including the Monterey County Commission on the Status of Women, Professional Women's Network, Planned Parenthood, Women's International League for Peace and Freedom, and other organizations.

Assist with the operation of Career Clothing Closet, Personal Necessities Cupboard, the Emergency Food Pantry, and the School Supplies Cupboard; maintain required records.

Assist in coordinating the Women Supporting Women and Women Mentoring Women programs; maintain membership information and mailing lists.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

Order supplies as needed

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of approximately two years of college level course work, including courses in Office Administration, Women's Studies or a related field and two years of increasingly responsible administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

Knowledge

Knowledge of: current office methods and practices including filing systems, receptionist and telephone techniques; computer spreadsheet and word processing programs as needed to fulfill the requirements of the job; community college functions; basic mathematical computations; issues included in women's studies; human and public relations techniques; vocational education and transfer programs and re-entry issues. Bilingual in English and Spanish is very helpful.

Ability

Ability to: establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus; understand and carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; learn and successfully apply office procedures, rules, and regulations; use good judgment in fulfilling the functions of the job; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; use word processing and/or spreadsheet programs to efficiently and accurately produce reports and documents as required; learn and use efficiently new software programs as required to successfully fulfill the duties of the job; and efficiently operate a variety office equipment; demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of light to moderate weight parcels or supplies up to 15 pounds. Indoor work environment.