State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Specialist, Multicultural - CROP
Reports to: Program Director, CROP Program
FLSA Status: Non-Exempt
Level: 116

Position Class:

Job Summary:
This position works to address the under representation of certain groups in higher education in general, and at State College of Florida, Manatee-Sarasota specifically. The CROP Multicultural Specialist assists the CROP Program Director in administering all aspects of the College Reach-Out Program in Manatee and Sarasota counties. Additionally, they will work as a liaison between the college and the community to increase enrollment of diverse populations.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Identify, recruit, and retain students from targeted populations who would otherwise be unlikely to seek or attain postsecondary education without special efforts and services.

2. Devise systems to track and monitor the academic progress of students and arrange supplemental assistance as needed.

3. Develop positive relationships with students and their parents through frequent contact that highlights the steps necessary to access higher education.

4. Implement programming that will access higher education for low-income and/or under-represented 6th through 12th graders in Manatee and Sarasota counties.

5. Provide financial aid and scholarship information to enable CROP seniors and graduates to pursue postsecondary education.

6. Create partnerships with agencies or institutions that will enhance the services provided by the CROP program.
7. Serve on committees and work on initiatives to advocate for low-income and/or under-represented youth.

8. Devise innovative and effective strategies to bridge the gaps between middle and high school, and high school and college.

9. Facilitate the implementation of student success programs/workshops for low-income, under-represented youth enrolling in State College of Florida, Manatee-Sarasota courses.

10. Maintain a mentoring/coaching role with CROP graduates who attend the State College of Florida, Manatee-Sarasota to enhance their likelihood of successfully completing postsecondary education.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate’s degree or equivalent from two-year college or technical school and six months to one year’s related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read, write, and speak the Spanish language preferred.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual must have knowledge of word processing, spreadsheet, Internet, and database software. Must have working knowledge of College email system.

- **Certificates and Licenses:**
  None required.
**Responsibility for People and Property:**
This position requires the supervision of a small number of people.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with all levels of State College of Florida, Manatee-Sarasota staff and students.

- **External Contacts:**
  This position has regular contact with middle and high school students, guidance counselors, parents, and the community.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from quiet to moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity, and talk or hear. The employee is occasionally required to stand, climb or balance, and stoop, kneel, or crawl. Vision requirements include close, distance, color, peripheral, depth perception, and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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