State College of Florida, Manatee-Sarasota
Job Description

Job Title: Specialist, Outreach and Early College Services
Reports to: Coordinator, Outreach and Early College Services
FLSA Status: Non-Exempt
Level: 117
Position Class:

Job Summary:
Serves as a technical specialist for the Outreach and Early College area. Principal duties of this position include; enhancing, maintaining and updating the electronic Web for Prospect and Web for Admissions modules, maintaining web site information for Outreach and Early College, maintaining, compiling and tracking statistical data for outreach/inquiry reports, assisting with the supervision and scheduling of Outreach and Early College student assistants and student ambassadors, and assisting with the processing of dual enrollment applications and registrations.

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. Develops, modifies and monitors the functional components of the Web for Prospect and Web for Admissions modules for the Outreach and Early College program.

2. Maintains and updates all web site information pertaining to outreach, admissions and the early college program.

3. Analyzes and troubleshoots system problems regarding admission application submissions, inquiry submissions; reviews current processes, evaluates and implements changes for improvement for both the Web for Prospect and Web for Admissions modules.

4. Utilizes the Argos reporting tool and other programs to compile statistical data for analysis on student conversion rates and inquiry and admissions activities.

5. Processes dual enrollment applications and registrations for the Early College program, which includes applying registration holds as appropriate for specific cohort dual enrollment students through the administrative software system.
6. Maintains contact with dual enrollment students, parents and secondary school personnel to resolve conflicts with applications, registrations and/or residency.

7. Assists the Coordinator, Outreach and Early College Services and other Student Services personnel with the coordination of various activities including, but not limited to, open houses, campus tours, college nights, and other key College and community events on and off-campus. Assists the coordinator with student ambassador assignments.

8. Assists with the supervision and scheduling of student assistants and volunteers for placement at the Student Services information desk and other areas as needed; assists with the training of personnel on the use of the Web for Admission and Web for Prospect modules.

9. Provides assistance and serves as a liaison for key departments as it relates to admissions and outreach activities by helping to facilitate information teams across the Student Development and Student Services division.

10. Determines classification of students as residents or non-residents of the state of Florida for residency purposes and assigns fees accordingly.

11. Coordinates and arranges meetings, agendas, and facilities for various outreach activities. Ensures that orders are placed, materials are on hand and students are assigned for various campus events.

12. Keeps abreast of current SACS and Florida Department of Education requirements and policies concerning admissions.

13. Creates purchase requisitions and encumbrances and monitors budget expenditures for the functional area.

14. Serves as a backup for other personnel within the department as needed, and performs other duties as assigned.

15. Serves on campus wide committees as assigned.

**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:**
  Bachelor’s degree or equivalent from a four-year College or university; and two years related experience and/or training; or equivalent combination of education and experience. Experience with website design and maintenance is required. Higher education database experience and technical experience with a database system is strongly preferred.

- **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 organizations.

• **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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

• **Computer Skills:**
  The employee must be proficient in word processing, PowerPoint, spreadsheet and internet software; must be able to use College required database software and have the ability to apply programming knowledge and logic.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Assists with the supervision of student assistants and student ambassadors.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with SCF college staff, administrators, faculty and students.

• **External Contacts:**
  This position has frequent contact with administrators and staff of the local school districts, private schools and home school students, parents and the general public. Contact also includes vendors and personnel at other colleges and universities.

**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 is 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 routinely required to sit, use manual dexterity, and to talk or hear. The employee is frequently required to stand, walk, reach with hands and arms and to stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance, and lift up to 25 pounds. Vision requirements include the need for close, distance and color vision and the 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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<td>Preparing Manager</td>
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