

San Diego Community College District

NANC JOB DESCRIPTION

Title: Outreach Mentor

Unit: Non-Academic/Non-Classified Service

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Job Code: N1902

Original Date: 07/2012

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor or manager, serve as a central resource to educate prospective students about the outstanding support service programs available to them through information dissemination, advising, and programming.

DESIRABLE QUALIFICATIONS:

Knowledge of organization, operations, policies, terminology, programs, and objectives of higher level educational institutions and general principles of successful outreach. Ability to communicate effectively both orally and in writing and establish and maintain effective working relationships. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Serve as a central resource to educate prospective students.
- Counsel prospective students regarding educational issues, such as course and program selection and class scheduling and registration.
- Respond to requests for information or refer to an appropriate spokesperson or information source.
- Assist in the development or communication of informational programs.
- Prepare and disseminate information material to potential students.
- Research and analyze community needs to determine program directions and goals.
- Assist in the development and implementation of outreach events or activities.