



Fullerton College EMPLOYMENT OPPORTUNITY

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 Websites: <http://grads2be.fullcoll.edu>



Professional Expert (\$20 per hour)

Part time – Max 26 hours per week

CLOSING DATE: Monday, January 23, 2023 (8:00am)
POSITION LOCATION: Fullerton College, [Grads to Be Program](#) (Undocumented Student Services)
NEEDED SHIFTS: **Combination of morning/afternoon/evening.**
Schedule and shift are subject to change in accordance with department needs and monthly staff meetings.

STARTING DATE: This position will begin tentatively late February/early March 2023 (38.5 weeks in 2022-2023 academic year)

TYPICAL DUTIES

The Grads to Be Program (G2B) is housed under the Student Development and Engagement Department, which consists of four areas that include the Cadena Cultural Center, G2B, LGBTQIA2S+ Resource Program, and the Umoja Community Program. For the Spring 2023 semester, [G2B](#), which supports our AB 540/undocumented students and students in mixed status families, is hiring two **(2) part-time positions (Max 26 hours per week per position)** The positions and duties are outlined below.

Position 1: Student Success Advocate	Position 2: Marketing and Events Advocate
<ul style="list-style-type: none"> ● General Undocumented Student Support – Provide individual non-academic advising support to undocumented students ● UndocuScholar Student Support – Develop and facilitate processes for UndocuScholar requirements (i.e., orientations, bookstore and grocery supply card pick), create and maintain a Canvas page and provide general support and referrals. ● Case management – Tracks and monitors UndocScholars requirements, progress, and benefits distribution. ● Referral – Refers students to appropriate academic personnel and resources for assistance and collaborates with other departments to improve the academic progress of the students referred ● Programming – Support the development and implementation of events, orientations, conferences, workshops, UndocuAll Trainings, etc. ● Office Support – Monitor program email, phone calls, space decorations, and support with inventory 	<ul style="list-style-type: none"> ● Marketing – Manage social media accounts, develop Social Media Campaigns, create Monthly Newsletter, update program website ● Event planning- Establish a program plan for G2B events, specializing in the undocumented student experience. Some responsibilities will also include reaching out to guest speakers and community organizations, collaborating with other departments, creating RSVP forms, attendance forms, and event evaluations. ● Referral – Refers students to appropriate academic personnel and resources for assistance and collaborates with other departments to improve the academic progress of the students referred ● General Undocumented Student Support – Provide individual non-academic advising support to undocumented students ● Programming – Support the development and implementation of events, orientations, conferences, workshops, UndocuAll Trainings, etc. ● Office Support – Monitor program email, phone calls, space decorations, support with inventory

Please note bolded points in the table above are core responsibilities of each role

MINIMUM QUALIFICATIONS

Bachelor’s degree; must demonstrate strong verbal and written communication skills and be proficient in the use of technology that includes Microsoft Office 365 and Zoom. Demonstrated ability to interact effectively, productively and sensitively with students, faculty, staff and parents/family/guardians per the confidentiality standards and practices of the Family Educational Rights Privacy Act (FERPA) and other relevant policies and best practices; team player and demonstrated commitment to promoting equity and inclusion. Exhibit a sensitivity and awareness of diversity & cultural resources and issues, including but not limited to race, ethnicity, social class, sexual orientation, religion, age, ability, and immigration status.

DESIRABLE QUALIFICATIONS Multicultural competency and experience supporting diverse groups of students with special **emphasis on immigrant and undocumented students**; Familiar and knowledgeable about online platforms such as Canvas, Canva, Constant Contact, Instagram, and WordPress.

WORKING RELATIONSHIPS

Maintain frequent contact with various college departments, personnel, faculty, students and the public.

WORKING CONDITIONS

College office environment; currently working a hybrid schedule but subject to change per NOCCCD directive; subject to regular interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-5 hours); repetitive use of upper extremities including hand coordination activities. Some light lifting required.

TO APPLY:

Submit your cover letter and resume in one combined file [here](#). Submit availability (days/times) [here](#). **Applicants can apply for both positions by indicating in the availability form.**

Cover Letter Guidance: Please highlight your experiences working with undocumented and immigration impacted students or related experiences (i.e., UndocuAlly Trainings, Workshops, Events etc.). Additionally, please answer the following question in your cover letter: **“Why are you interested in working with undocumented/immigration impacted students?”** If you have any questions, please email Julio Reyes Cabezas, G2B Program Specialist: jreyescabezas@fullcoll.edu.

APPLICATION DEADLINE

Complete applications *MUST* be received before Monday, January 23rd, 2023, at 8:00 am. Late applications will *not* be considered. Interviews will be held tentatively January 31st, February 1st, or February 2nd 2023 via Zoom.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 992-7086 or by emailing Julio Reyes Cabezas jreyescabezas@fullcoll.edu at least two (2) business days in advance of the scheduled interview date.

IF HIRED

The applicant(s) selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. In addition, you will be required to attend mandatory training.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.