



Fullerton College
EMPLOYMENT OPPORTUNITY

321 E. Chapman Ave, Grads to Be Program, Rm. 512-02, Fullerton, CA 92832
Telephone: (714) 992-7105 | E-Mail Address: grads2be@fullcoll.edu
Websites: <http://grads2be.fullcoll.edu>



Professional Expert (\$20 per hour)

Part time – Max 26 hours per week, 38.5 weeks in a fiscal year.

CLOSING DATE: **Tuesday, January 16, 2024 (8:00am)**

POSITION LOCATION: Fullerton College, [Grads to Be Program](#) (Undocumented Student Services)

NEEDED SHIFTS: **Combination of morning/afternoon/evening/weekend**
Schedule and shift are subject to change in accordance with department needs and monthly staff meetings.

STARTING DATE: **This position will begin tentatively February 2024**

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 2024 semester, [G2B](#), which supports our AB 540/undocumented students and students in mixed-status families, is hiring **(1) part-time position (Max 26 hours per week)**. The positions and duties are outlined below.

Outreach and Student Support Advocate

- **Outreach – Table on behalf of the Grads to Be Program and SDE Department depending on outreach event requests.**
- **Presentations and Flyers – Update, develop, and present program information through presentations and flyers at local high school and adult school presentations, on campus InReach events and classrooms.**
- **General Advising (non-academic) Appointments – Refer students to appropriate academic personnel and resources for assistance and collaborates with other departments to improve the academic progress of the students referred.**
- Meetings – Attending the G2B Program team meetings, one-on-one meetings with the G2B Specialist, Outreach Workgroup meetings, G2B Support Team meetings, SDE Department meetings, and additional meetings as applicable.
- Programming – Assist in coordinating and facilitating programs and events throughout the year that include but is not limited to, the annual Undocumented Student Action Week happening in October of each year, July/August/January/February orientations, Undocumented Student Conference and other conferences, workshops, and UndocuAlly Trainings.
- Office Support – Monitor program email, phone calls, greet and assist guests, and support with inventory of supplies.
- Other duties as assigned.

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

Currently working mostly in-person with the ability to work remotely one day a week, 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 your application and availability (days/times) [here](#).

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 Tuesday, **January 16th, 2024, at 8:00 am.** Late applications will ***not*** be considered. Interviews will be held tentatively between **January 22 - 23, 2024** 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 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

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