Recruitment Number: 43536
Job Code: 004536
Job Code Title: K TO 14 ACAD PREP SPEC 4
Working Title: Director of Outreach
FLSA: Exempt
Appointment: Career
FTE: 100%
Recruit Type: External
Dept Name: Donald Bren School Of ICS
Location: UCI Campus - Irvine
Schedule: 8-5, M-F
Salary: $64,400.00 - $89,300.00

Job Summary:
Under general direction of the Executive Director of the Stacey Nicholas Office of Access and Inclusion (OAI) within The Donald Bren School of Information & Computer Sciences (ICS), the Director of Outreach is a seasoned, experienced professional for high school, community college, and transfer student programming and works with institutions, organizations and K-14 students to plan and implement a wide range of academic preparation and outreach programming. The programs and initiatives will directly support the OAI mission. Develops and maintains OAI program visibility. Develops and maintains collaborative relationships with high school and higher education institutions and / or community entities. Develops collaborative relationships with other college-going programs.

The mission of the Stacey Nicholas Office of Access and Inclusion (OAI) is to recruit, retain, and graduate talented students from historically excluded populations who are currently underrepresented in The Donald Bren School of Information and Computer Sciences (ICS). ICS aims for excellence in research and education. Our mission is to lead the innovation of new information and computing technology by fundamental research in the core areas of information and computer sciences and cultivating authentic, cutting-edge research collaborations across the broad range of computing and information application domains as well as studying their economic, commercial and social significance. The diversity of our collaborations serves to reshape domains as far reaching as education, art and entertainment, business and law, the environment and biological systems, health care and medicine. Consistent with our mission, we are committed to ensuring excellence through inclusion, producing a diverse, educated workforce for advancing technology, stimulating the economy and transferring new technology into the public realm to greatly advance quality of life.

Job Description:
Job Essential Function 1
Percent of Time: 25%
Plans and organizes a set of local and regional college-going events and activities. Serve as key spokesperson for DBSICS and primary liaison with external faculty and administrators, professional organizations, community groups, foundations, school districts and business leaders regarding ICS outreach efforts.

Job Essential Function 2
Percent of Time: 25%
Provides leadership for the design and implementation of college preparation and outreach services to K-14 school district faculty and staff.

Job Essential Function 3
Percent of Time: 10%
Organizes meetings with school site personnel and / or service providers regarding major whole school / district / regional efforts.
Job Essential Function 4  
Percent of Time: 10%  
Provides leadership in strategic and program planning efforts.

Job Essential Function 5  
Percent of Time: 10%  
Develops partnerships / networks with K-12, higher education institutions, and community organizations.

Job Essential Function 6  
Percent of Time: 10%  
Manages program component and activity budgets. Assists with fundraising and proposal writing.

Job Essential Function 7  
Percent of Time: 10%  
Assists in developing, integration and implementation of a broad range of outreach activities, advocacy, digital, social and brand communications strategies to promote DBSICS initiatives.

Skills, Knowledge and Abilities:  
Required:  
Advanced knowledge and experience working with educational equity programs serving a diverse student population. Demonstrated cultural competency with respect to race, ethnicity, and socio-economic status.

Maintains up-to-date knowledge of K-12 and higher education policies and issues, assesses their impact on program strategies, disseminates information to school-site and district personnel.

High-level skills in communicating clearly and effectively verbally and in writing.

Ability to establish and maintain cooperative relationships with school district administrators, school counselors, principals, teachers, and community contacts. Ability to develop outreach programs, and design effective materials.

Advanced knowledge of up-to-date information on K-12 and higher education policies and issues. Ability to assess their impact on program strategies.

Ability to prioritize work assignments and manage multiple critical projects with deadlines. Strong project management skills.

Comprehensive experience advising and supporting educationally disadvantaged students regarding postsecondary opportunities and careers.

Ability to interpret policies and procedures to youth, parents, and school representatives.

Advanced knowledge of K-12 and higher education institutions (UC, CSU, CC, etc.), admissions and financial aid and scholarship requirements, and matriculation processes.

Preferred:  
Advanced knowledge of high school graduation and college entrance requirements.
Knowledge of state and national education policies and current education theories.

Advanced knowledge of youth and adolescent development theory, including issues facing low-income, first generation and urban youth.

Strong interpersonal skills. Leadership and supervisory skills.

Please apply via the link below:
https://careersucirvine.ttcportals.com/jobs/10757339-director-of-outreach