Revised Job Description (8/30/07)

Position Title: CAMP Outreach/Retention Specialist

Position’s Major Duties/Responsibilities:

- Provide academic counseling and advising to students
- Provide career counseling services to students
- Develop and implement CAMP’s student recruitment plan; make recruitment visits, monitor admissions, correspond with admitted Hispanic students, and direct and supervise a student employee to support recruitment activities.
- Develop and maintain relationships with migrant student providers, school districts, and community organizations.
- Assist in providing retention support services to CAMP students including enrollment services, completing financial aid forms, college orientation, etc.
- Develop and maintain a CAMP student recruitment data and tracking system.
- Provide student advocacy.
- Assist in coordinating educational and cultural activities benefiting CAMP students.
- Assist in coordinating with the Academic Support Center for English and Math proficiency assessments.
- Perform other duties as assigned by Project Coordinator.
- Teach the Chicano College Orientation Class which is designed for student retention purposes.
- Train and supervise a graduate teaching assistant to help in teaching the Chicano College Orientation class.

Position Qualifications:

- Bachelors degree required, Masters preferred in Education, Counseling or other related field.
- Bilingual/Bicultural in English and Spanish.
- Prior experience working with student support services.
- Meet travel requirements associated with student recruitment.
- Familiar or work experience working with migrant families and youth.