



OTHER DUTIES:

Perform related duties as assigned.

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KNOWLEDGE OF:

California Community College, California State University and University of California school systems.

College enrollment process.

Rules, regulations and policies of financial aid programs.

Needs and behavior patterns of at-risk youth and disadvantaged groups; demographics of the population served.

Record-keeping techniques.

Safety practices and procedures.

Principles and practices of confidentiality.

ABILITY TO:

Develop strong, empathic relationships with students, their families and school personnel.

Recognize and value diversity and be culturally responsive to the population served.

Maintain detailed records of student outcomes and activities.

Write required reports clearly and concisely.

Read a college course catalog and identify prerequisite requirements for all courses.

Read, interpret and explain written rules, procedures and policies to others.

Work independently with little direction.

Communicate effectively orally and in writing.

Perform work using assigned equipment and software programs.

Work a flexible schedule.

Drive a vehicle to conduct work as assigned.

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colleges and campuses.

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