



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: COLLEGE FAIR COORDINATOR

REPORTS TO: Director of Curriculum & Assessment **SITE:** District Office

CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 2019-20 School Year

SALARY: \$4500 Stipend (Paid at the end of the fall semester)

APPROVED: _____ **EFFECTIVE DATE:** _____

JOB SUMMARY:

The San Mateo Union High School District College Fair Coordinator leads and facilitates the annual college fair hosted by the District. This position engages in outreach to colleges to solicit and garner their participation, leads the promotion of the event, and ultimately ensures that the Annual College Fair runs effectively and efficiently. In addition, the Coordinator supports the targeted outreach and support of historically under-represented students so as to ensure their participation in the event.

CHARACTERISTIC RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Conduct outreach to colleges/universities to ensure their participation in the College Fair
- Coordinate the messaging and communication to students/families about the Fair
- Create and enact an outreach plan for historically under-represented students
- Lead and coordinate the day's activities including any and all logistics
- Perform an evaluation of the event and prepare a report for the District Office outlining strengths and opportunities for improvement
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Incumbent must be able to perform essential functions above with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience

- Bachelor's Degree
- At least three years of College, Career & Financial Aid Advising for high school students

KNOWLEDGE OF/ABILITY TO:

- Exercise sound judgement with procedural and policy guidelines.
- Provide customer service.
- Ability to take initiative to complete duties proactively and work under varying deadlines.
- Excellent communication skills both orally and in writing.

PHYSICAL REQUIREMENTS:

- Stamina sufficient to sit, stand or walk for long periods of time.
- Vision sufficient to read fine printed materials and computer-generated information and data, as well as computer terminal displays.

- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to write legibly and to use standard office equipment and supplies, and to manipulate both single sheets of paper and large document holder (binders, manuals, etc.).
- Stamina to lift, reach with hands and arms, bend and grasp in order to file and retrieve materials.
- Move, lift and/or carry up to 30 pounds.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must have a valid CA Driver’s License.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.