

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Outreach Specialist I  
Code: 13029  
Salary Grade: 56  
FLSA Status: Non-Exempt  
Department/Division: TRIO/P-20 Initiatives  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide students and parents in target secondary schools with outreach academic advising services and college, career, and financial aid information.
- Scope: Responsible for understanding and interpreting the needs of students to a staff superior and assist in providing outreach and case management services to students on-site at target schools.

## *Duties*

- Typical:
  1. Adheres to the established ETS Plan of Operation, ETS Activity Timeline, ETS Curriculum, ETS Process Policy, ETS Senior Procedures and all other related ETS policies.
  2. Provides outreach and case management services (dropout prevention, college, career and financial aid information) to target school students during the school day. Reports status of activities to supervisor.
  3. Assists with grade-appropriate outreach workshops and activities.
  4. Responsible for the post-secondary placement and provides individualized technical assistance with the college admissions and financial aid process.
  5. Maintains student records and documentation.
  6. Responsible for the timely and accurate preparation and submission of weekly and monthly reports on all major areas of responsibility including the progress of assigned participants and the verification of post-secondary enrollment of graduating seniors.
  7. Abides by the UTSA Administrative Policies and Procedures Handbook, Standards of Professional Conduct, Outreach Programs' Departmental and UTSA rules, regulations, and policies.
  8. Performs other job-related tasks as assigned.
- Periodic:
  1. N/A

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC)	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of academic advising, admissions, counseling, group work, working for a Federal Trio Program or outreach, dropout prevention and/or postsecondary opportunity programs serving secondary school students and parents.	N/A

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office environment. Daily local business travel to and from assigned targeted schools is a regular and required function of this position.	Some evening, weekend, and overnight stays may be required.

***Supervision***

<b>Received</b>	<b>Given</b>
General instructions from the supervisor. Determines own work sequence within limits of established policies.	N/A

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.