



## **EDUCATIONAL NAVIGATOR**

The Educational Navigator is responsible for supporting former foster youth in their educational pathways at Grossmont or Cuyamaca College's through the Cooperating Agencies Foster Youth Educational Support (CAFYES) grant. The Educational Navigator will be employed by the Grossmont-Cuyamaca College Community College District Auxiliary Organization and will work closely with faculty, staff and students at the Grossmont-Cuyamaca Community College District as well as with the local high schools.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Under the direction of the Assistant Dean, EOPS (or designee), the Educational Navigator will assume responsibility for the following:

- Support former foster youth in their educational pathways at Grossmont or Cuyamaca Colleges
- Assist with recruitment and outreach to former foster youth in high school or in the community
- Assist participants in the process of admissions and matriculating at Grossmont or Cuyamaca Colleges
- Maintain program files on each student documenting the progress of students
- Assist in identifying and recruiting eligible students
- Assist with faculty, students and community representative needs and questions
- Assist with ongoing documentation of student and program progress
- Assist with and attend program related activities, meetings, conferences; and represent programs as required
- Assist with arrangements for housing, job placement and other community support needs for students
- Assist as peer advisor assisting students towards retention with program evaluations, information, EOPS and Financial Aid applications
- Assist with scheduling needs for students and program staff
- Assist with district accounting records, purchasing, travel reimbursements and documentation for the CAFYES program
- Assist with database maintenance of student records and files and datatel management
- Assist with student contact
- Other duties as assigned

### **KNOWLEDGE AND ABILITIES:**

- Knowledge of the unique needs of foster youth and the system of care available to former foster youth
- Ability to relate effectively with persons of various cultural, social and educational backgrounds
- Cultural competency communication skills
- Experience working with diverse populations
- Knowledge of the matriculation process for community colleges
- Proficient in Microsoft Office (including Word, Excel, PowerPoint) and databases involved in tracking and reporting of student progress
- Proficient in modern office procedures, methods, and equipment
- Interpersonal skills using tact, patience and courtesy
- Excellent oral and written communication skills
- Support services available to address needs
- Ability to maintain accurate financial records



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT AUXILIARY ORGANIZATION

**EDUCATION AND EXPERIENCE:**

- Minimum of an earned Bachelor's Degree in Counseling, Social Work or other closely field from an accredited institution
- Preferred Master's Degree in Counseling or equivalent and knowledge of college admission and assessment processes and procedures
- One year of experience working with economically and educationally disadvantaged populations; foster youth preferred

**WORKING CONDITIONS:**

ENVIRONMENT: Work will take place primarily at Cuyamaca Community College, EOPS office. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

**COMPENSATION:**

The position is hourly with a maximum of 20 hours per week at a rate of \$19 hour. This is a specially funded position. Continued employment in this position is dependent upon available funding, satisfactory performance, and needs of the project.

**APPLICATION PROCESS**

You may obtain the job opening notice at <http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html>. The position will be open until filled. To apply you must submit a cover letter and a resume in a single e-mail to: [Auxiliary.Jobs@gcccd.edu](mailto:Auxiliary.Jobs@gcccd.edu). In the cover letter, highlight your qualifications for this position and length of service in relevant positions.