



RENTON TECHNICAL COLLEGE
invites applications for the position of:
Workforce Recruitment Specialist

SALARY: \$47,940.00 Annually

OPENING DATE: 06/12/18

CLOSING DATE: 07/04/18 11:59 PM

POSITION:

Renton Technical College, located southeast of Seattle, has provided quality education in a variety of occupations for over 75 years. Our apprenticeship, professional-technical certificate, and degree programs offer entry and mid-level training in the areas of allied health, trades and industry, culinary, business, technology, automotive, and general education. Our outstanding college & career pathways program with classes in adult basic education, English as a second language, and GED preparation, is available to those who need additional preparation prior to entering a training program and for those who simply wish to improve their math and English skills. As an Achieving the Dream Leader College and an Aspen Institute top 10 finalist for the Aspen Prize for Community College Excellence, RTC is also proud to be a Military Friendly School, serving those who chose to serve.

The Workforce Recruitment Specialist, full time, overtime eligible, exempt from civil service and representation, reports to the Director of Workforce Education. The primary function of this position is outreach and recruitment activities specifically targeted to prospective students who qualify for workforce education funding. This position focuses on Worker Retraining, and students who are eligible for co-enrollment in Basic Food Employment and Training (BFET). This position works collaboratively with the workforce education team on outreach and recruitment to target populations.

Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its professional staff. The students that we serve come from a variety of backgrounds and are almost 60% of color. We strongly encourage members of underrepresented groups, veterans, and bi- or multi-lingual individuals to apply for this position to help meet the needs of our diverse students and service district.

KEY RESPONSIBILITIES INCLUDE:

Renton Technical College(RTC) seeks a Workforce Recruitment Specialist who is committed to the mission of the college.

- Demonstrate multicultural competence (including an awareness and understanding of historically disadvantaged populations) and create an educational and work environment that affirms commitment to equity, diversity, and inclusion.
- Support the college's mission by creating a learning and work environment of mutual respect and fairness, while encouraging creative and critical thinking. Contribute to the appreciation of diversity and foster a climate of multicultural understanding.
- Develop and implement a comprehensive recruitment plan in collaboration with the workforce education team. The plan should focus on:
 - Outreach and recruitment of worker retraining and BFET eligible students
 - WorkSource and CBO collaboration
 - Vulnerable worker populations
 - Displaced homemakers
 - Veterans
- Present workforce funding options to support College and Career Pathways student transition from ABE/ESL/GED/HS21+ preparation courses into career training programs.

- Assist students in identification of workforce education funding streams to meet employment goals.
- Respond to inquiries from prospective students, outside agencies, and others on general college, entry, and funding information.
- Develop collaborative partnerships with public agencies and private organizations serving dislocated workers, including the Department of Social and Health Services (DSHS), Employment Security/WorkSource partners, Seattle-King Workforce Development Council, Private Industry Councils, and Apprenticeship partners
- Present Paying for College and other workshops at WorkSource and other community locations.
- Collaborate with the workforce education team and other RTC staff to develop and implement innovative recruitment activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated experience or participation with persons from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and learning abilities, and a commitment to an inclusive and equitable working / learning environment.
- Bachelor's degree from an accredited institution or equivalent work experience.
- Extensive knowledge of job training, workforce development and local labor issues.
- Three years' experience in recruiting, outreach, or career advising.
- Leadership skills.
- Excellent verbal and written communication skills.
- Effective interpersonal skills.
- Experience giving oral presentations in a group setting.
- Demonstrated organizational and problem solving abilities.
- Valid driver's license and safe driving record for regional travel.
- Proficient experience using Microsoft Office 2010, specifically experience creating & editing documents, spreadsheets and presentations. Previous success learning new computer software programs/platforms required.
- Successful experience working as a recruiter for an educational institution preferred.
- Experience working in a technical or community college preferred.
- Demonstrated attention to detail required as well as previous experience maintaining accurate records, managing multiple tasks, and planning and organizing work in order to meet changing priorities and deadlines.
- Ability to represent the college in a positive and professional manner, while using tact, discretion and courtesy.
- Ability to speak a regionally top spoken language other than English is preferred (Spanish, Vietnamese, Russian, Somali, Chinese).

CONDITIONS OF EMPLOYMENT:

The person hired is required to provide authorization for employment in the United States.

All offers of employment are subject to background checks. Post offer, pre hire background checks including criminal record, history may be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

For additional assistance or information regarding this position contact nmedbury@rtc.edu or 425-235-2296

EEO STATEMENT:

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental

disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. The following college official has been designated to handle inquiries regarding the nondiscrimination policies: Title IX / EEO Coordinator, Executive Director of Human Resources 3000 NE 4th Street Renton, WA 98056 (425)235-7873, titleix@rtc.edu. *Jeanne Clery statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Renton Technical College reports the mandate information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Renton Technical College's Annual Safety and Fire Report is available online at: <http://www.rtc.edu/clery-act>*

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.RTC.edu>

Position #18-E0014
WORKFORCE RECRUITMENT SPECIALIST
NM

3000 NE 4th Street
Renton, WA 98056
425 235 2296

hrmail@rtc.edu
