



**RENTON TECHNICAL COLLEGE**  
invites applications for the position of:  
**BAS Program Coordinator**

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**SALARY:** \$40,800.00 Annually

**OPENING DATE:** 07/26/18

**CLOSING DATE:** Continuous

**POSITION:**

Renton Technical College (RTC) is a multicultural, multilingual institution dedicated to providing excellent professional-technical training. In response to demand for four-year degrees in the computer technology industry, the College launched its first Bachelor of Applied Science (BAS) in Application Development in spring 2015 and second BAS in Computer Network Architecture in spring 2018. These programs are part of our commitment to closing achievement gaps, particularly for underserved and underrepresented populations in the IT field. This position offers an exciting opportunity to provide student-focused services to recruit, enroll, retain, and graduate IT leaders of tomorrow. The BAS Program Coordinator is the primary point of contact for prospective students and facilitates cross-campus collaboration in support of student success.

As the BAS Program Coordinator, you have the skills to research, develop, and implement outreach and recruitment strategies in support of both BAS programs. You emphasize practical, real-world scenarios and use data to make informed decisions. You provide prospective students with information regarding BAS program admissions and curriculum in various settings throughout the college service district. You also represent RTC BAS programs at college career fairs, high school information sessions, and industry outreach opportunities, as well as work closely with industry partners and the program's advisory committee to make sure that graduates have both the technical and essential skills needed to be competitive in the job market.

The .75 FTE part-time, exempt position requires some evening/weekend hours to attend outreach opportunities throughout the college service delivery area. This position is scheduled to begin September 2018. **Applications received by Sunday, August 12, 2018 will receive priority consideration.** This position will be open until it is filled.

*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:**

- Provide leadership in working to improve access and successful educational outcomes for diverse student populations, especially underrepresented and underserved groups.
- Support the College's mission by creating a learning environment of mutual respect and fairness, while encouraging creative and critical thinking through an equity lens.
- Demonstrate multicultural competence (including an awareness and understanding of historically disadvantaged populations) and create an educational environment that affirms commitment to equity, diversity, and inclusion.

- Monitor program outreach efforts and enrollment by tracking applications, inquiry lists, and waitlist's.
- Collaborate with the BAS Financial Aid Specialist to identify funding and outside scholarships as needed.
- Create and implement an annual marketing and outreach plan for the BAS programs in coordination with program faculty, Director, and the RTC Communications and Marketing department.
- Network with industry professionals to maintain an updated list of internship and employment opportunities and share these opportunities with program faculty, staff, and students; attend industry conferences and events.
- Utilize social media to promote the program and maintain connection to alumni.
- Develop marketing and recruitment materials in collaboration with the RTC Communications and Marketing department.
- Coordinate involvement of BAS faculty, staff, and students in community outreach opportunities.
- Assist with the planning and execution of BAS-related events, including boot camps, information sessions, workshops, and career panels.
- Initiate and maintain positive relations with feeder colleges and high schools, middle and elementary school administrators, counselors, and faculty and with local businesses, public agencies and community groups that have an interest in partnering with education.
- Compile data and conduct research to evaluate and report on BAS outreach and recruitment activities.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated leadership or participation in institutional programs 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 in Communications, Marketing, Business Management, Education or related area and/or equivalent experience/training.
- 2-3 years of outreach/recruitment experience or experience in an equivalent environment such as customer service/sales.
- Ability to work collaboratively and effectively in a college environment.
- Experience working with disadvantaged, at-risk and multi-cultural populations.
- Ability to follow oral and written instructions, must be organized and detail oriented.
- Excellent interpersonal skills, proficiency in English including clear written and oral communication skills.
- Demonstrated attention to detail and a sound working knowledge of personal computer hardware/ software and the Internet.
- Ability to establish and maintain effective working relationships with students, faculty, staff and community partners.
- An understanding of and commitment to the education role and philosophy of the technical college.
- Ability to organize self and competing priorities using grace, humor, ethics, and follow through.
- Ability to represent the college in a professional and positive manner.
- 2-3 years outreach/recruitment experience in a community/technical college setting.
- Understanding of the goals, objectives, and issues related to applied baccalaureate degrees in community/technical colleges.
- Speaker of a language in addition to English is preferred– preference for top spoken languages in the RTC service area (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 questions regarding this position please contact [nmedbury@rtc.edu](mailto:nmedbury@rtc.edu) or 425-235-2296*

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**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](mailto: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>*

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.RTC.edu>

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

[hrmail@rtc.edu](mailto:hrmail@rtc.edu)

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Position #18-E0007  
BAS PROGRAM COORDINATOR  
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