



RENTON TECHNICAL COLLEGE
invites applications for the position of:

Director of Outreach & Entry Services

SALARY: \$65,000.00 /Year

OPENING DATE: 12/20/17

CLOSING DATE: 01/21/18 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 basic studies 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.

This full-time, exempt position reports to the Dean of Student Success. The Director of Outreach & Entry Services will lead the development and implementation of student recruitment and outreach designed to meet enrollment goals, oversee entry services for the college, as well as partner with key stakeholders in building and maintaining community partnerships and relationships. This position has a public facing role in representing the College and furthering the mission, vision, and values of RTC. This position is responsible for leading a team in programmatic, advising, and recruitment activities. Functioning within the Student Success Team, in close collaboration with Enrollment Services, Marketing, and Advising & Counseling this position serves as a leader, advisor, supervisor, and working recruiter. This position supervises exempt and classified staff on the outreach and entry services team.

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:

Administrative Responsibilities

- Provide leadership in working to improve access and successful educational outcomes for diverse student populations, especially underrepresented and underserved groups.
- Assist Dean of Student Success in providing leadership to the Student Success Team.
- Supervise and evaluate the work of full-time and part-time staff in outreach and entry services.
- Develop and manage annual Outreach, Entry Services and DOC budgets.
- Participate in college groups and committees involved in Community Outreach and P-12 initiatives and college governance.
- Participate in and collaborate with community groups centered on Workforce education.

- Collaborate with key stakeholders to develop and maintain relationships with community stakeholders such as agencies, community based organizations, tribal groups and industry partners.
- Prepare and present data and informational reports pertaining to Outreach and Entry Services activities, and progress towards recruitment goals.

Outreach & Recruitment

- Develop and implement comprehensive recruitment and outreach plans which incorporate P – 12, community based organizations, agencies, tribal communities and industry partners; analyze and utilize data to inform plans
- Participate and lead development of outreach materials and web presence.
- Manage the communication process with prospective students through recruitment, application and first quarter enrollment. This includes campus visits, extensive correspondence and communication via customer relationship management (CRM) software using multiple channels including phone, e-mail, direct mail and social media.
- Coordinate involvement of faculty, staff and students in P-12 and community outreach opportunities. Provide training to prepare them to consistently deliver key RTC messages.
- Actively recruit students from diverse populations through respectful interactions with others in compliance with RTC's Non-Discrimination Policy.

Entry Services

- Oversee the advisement of prospective and enrolled students regarding academic and career training programs, admission procedures, degree requirements and transfer requirements.
- Assess and respond to the needs and concerns of prospective students.
- Ensure entry advising staff employ student developmental theory in their advisement; ensure entry advising staff are current on changing programs and processes.
- Facilitate an entry experience for students that is welcoming and inclusive.

Corrections/Re-Entry Services

- Provide guidance and oversight to the Re-Entry Services Manager regarding the activities and service delivery model associated with the SBCTC/DOC grant, ensuring they are aligned to funder expectations.
- Promote and support collaboration with other institutions, the DOC, and the SBCTC to implement a sustainable program toward the goal of reducing recidivism.

REQUIRED KNOWLEDGE, SKILLS AND RESPONSIBILITIES:

- 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 and learning environment.
- Master's degree in related field from a regionally accredited college and five years of direct Outreach/Recruitment and/or Entry Services/Admissions experience, or a Bachelor's degree and relevant combination of experience sufficient to perform the functions of the job.
- Demonstrated leadership and supervisory skills; at least 3 years supervisory experience.
- Excellent interpersonal skills and ability to work effectively as part of a team.

- Work collaboratively with community members, external organizations, students, staff, faculty, and administration.
- Experience working effectively in an education or social service delivery setting.
- Ability to make frequent presentations to audiences of varying sizes; demonstrated competency in written, oral, and listening communications.
- Ability to maintain confidentiality, think critically and exercise independent judgment; use tact, discretion and courtesy in interactions with all persons.
- Advanced knowledge of Microsoft Office 2010, specifically experience creating & editing documents, spreadsheets and presentations. Previous success learning new computer software programs/platforms.
- 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.
- Experience managing budgets and resources.
- Successful experience working as a recruiter for an educational institution.
- Student Development Theory knowledge.
- Ability to represent the college in a positive and professional manner.
- 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).
- Able to lift up to 50 lbs. safely.
- Valid driver's license, insurance, and reliable transportation.

CONDITIONS OF EMPLOYMENT:

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

For question 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.ed.

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 #17-E0017
DIRECTOR OF OUTREACH & ENTRY SERVICES
NM

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