

*Posted: June 15, 2017*

**POSITION ANNOUNCEMENT  
All Qualified Applicants May Apply**

**OUTREACH & RECRUITMENT COORDINATOR**

Wenatchee campus. This is a full-time, eleven-month (August through June), exempt, at-will, benefit-eligible position which reports to the registrar and a part of the student services division. Flexible hours are required, including evening work. The primary work location is the Wenatchee campus, however, travel throughout the college district and region is required.

Wenatchee Valley College is a team that values excellence in all pursuits related to the core college mission of serving educational and cultural needs of communities and residents throughout the service area. The college seeks to employ professionals who are as passionate about service to students and the teaching-learning process as they are about their individual fields of study. It seeks individuals who are involved in the community and understand that transformative learning occurs in a wide variety of circumstances with tailored approaches that expand students' views of the world. The college is committed to creating an environment that is dynamic and flexible, as well as reasoned and responsible, in its approach to educating the students it serves.

The college is committed to diversity and inclusion; the regional student body is 55 percent students of color, including 44 percent Latino, and the college district includes part of the reservation of the Colville Confederated Tribes. Wenatchee Valley College is designated as a Hispanic serving institution. Women, members of underrepresented groups, military veterans, and bi- and multi-lingual candidates are strongly encouraged to apply.

**GENERAL RESPONSIBILITIES:**

Under the general direction of the registrar, this position will assist in the development and implementation of a district-wide outreach and recruiting program for North Central Washington. As appropriate, independently advise potential students, program participants and/or the public regarding WVC curricula, programs, policies, procedures and activities. Have extensive involvement with students and their families, staff, faculty, public and other agencies. Work as a team member with other staff involved in admissions/registration, financial aid, education and career planning, student programs, athletics and coordinate, schedule and monitor program activities consistent with district goals. Enthusiastically represent the college to external groups and individuals.

**ESSENTIAL FUNCTIONS:**

- **Develop and Implement Annual Recruitment Plan:** Provide leadership in identifying recruitment and outreach initiatives for the college; design and implement a recruitment plan to attract, engage, and optimize enrollment.
- **Integrate Recruitment Plan with College Community:** Lead recruitment taskforce; collaborate with departments on the development of target recruitment and specialized activities; inform and involve college community in recruitment plans and activities.
- **Manage Data and Budgets Related to Student Recruitment:** Manage recruitment budget and monitor expenditures for the area; track student contact and enrollment progression.
- **Plan, Develop and Deliver Presentations Promoting the College:** Provide information to prospective students, parents, businesses, and high school counselors about WVC degree and certificate programs; conduct professional presentations to businesses and community groups; develop large scale campus recruitment and promotional events including open houses; assist with publications and website development related to recruitment and enrollment; represent the college at on- and off-campus recruitment events.
- **Receive and Respond to Event Requests:** Schedule and participate in the coordination of recruitment and outreach events; prepare and maintain a calendar and schedule of activities; research, collect and purchase outreach display materials and flyers; coordinate college information booth/tables at community events; coordinate dissemination of course schedule, catalogs, and college information in area schools, libraries and community locations; recruit, train and schedule volunteers for outreach events.
- **Related Responsibilities:** Maintain awareness of new developments in the field of recruitment, outreach and marketing; incorporate new developments as appropriate into programs; assist in tracking and follow-up with prospective students; assist with promoting early awareness and preparation in schools, working with area middle school and high school counselors and principals on such programs; participate in appropriate college district committees and task forces; perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university.
- Two years of experience in student services within a comprehensive community college or four year institution.
- Ability to use presentation software, social media, email, word processing and spreadsheet software.
- Excellent verbal and written communication skills with the ability to engage with students and their families, faculty, staff and the general public in friendly, courteous and professional manner.
- Excellent organizational and time management skills and resourcefulness in problem solving to include logic, reason and sound professional judgment.
- Demonstrated ability to work with diverse populations.

**DESIRED QUALIFICATIONS:**

- Master's degree.
- Bilingual/bicultural including strong written and oral communication skills in Spanish and in English.
- Marketing, recruitment, public speaking and/or event planning experience.
- Ability to evaluate and assess data and information to determine the efficiency and effectiveness of marketing, recruiting and outreach efforts.

**SALARY AND BENEFITS:**

Salary: \$44,000 annually for 11 months. Benefits include: a retirement plan, medical and dental coverage, and life and long-term disability insurance as currently provided under the State Employee Benefits Board, paid holidays, personal holiday, annual leave and sick leave.

**DEADLINE:**

Initial screening of complete applications will begin **July 13, 2017**, and continue until the position is closed. A limited number of applicants who meet the needs of the position and the college will be interviewed.

**APPLICATION PROCEDURE:**

***Applicants must submit all of the following (e-mail submission is preferred):***

- A cover letter that describes your interest in the position and addresses how you meet the minimum and desired qualifications.
- A complete WVC application for employment (available on our web site or human resources office).
- A current resume which includes dates of employment.
- Transcripts of all higher education degrees earned (copies are sufficient).
- Four names of current professional references qualified to assess your work-related experience and your ability to perform the duties specified. Please include references' email addresses and telephone numbers.

*It is your responsibility to submit all required application materials before the deadline. Other unsolicited materials will not be shared with the screening committee and cannot be returned to you. **We do not accept faxed application materials.***

***Application materials may be requested from and returned to:***

**Wenatchee Valley College  
Human Resource Department  
1300 Fifth Street  
Wenatchee, WA 98801  
(509) 682-6440  
TDD (509) 682-6837/(509) 682-6853  
Email: [jobs@wvc.edu](mailto:jobs@wvc.edu)  
Web site: [www.wvc.edu/jobs](http://www.wvc.edu/jobs)**

*Assistance will be made available in the application and pre-employment screening processes for applicants with disabilities that request such assistance in advance.*

Corrected or extended notices for this recruitment will be posted online and in the college human resources office.

**CONDITIONS OF EMPLOYMENT:**

In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.

A valid driver's license and dependable transportation required.

Prior to appointment, the successful candidate must pass a criminal history background check.

*Wenatchee Valley College is an equal opportunity employer*