POSITION DESCRIPTION
HIGH SCHOOL OUTREACH COORDINATOR

OVERVIEW:
Under the direction of the Vice President, Student Services, is responsible for coordinating all high school outreach activities and programs; developing, implementing, and evaluating programs for new, matriculating students, especially recent high school graduates.

EXAMPLES OF DUTIES:
Plans, develops, and implements an extensive recruitment program for matriculating high school students;
Establishes and maintains liaisons with K-12 school districts and high school programs;
Coordinates specialized outreach efforts, supervising, training, and directing the work of the outreach staff and student workers;
Organizes application, financial aid, outreach workshops and seminars; arranges for placement testing, orientations, and registration;
Establishes and maintains a coordinated high school outreach calendar for the college;
Organizes and conducts follow-up efforts with interested potential students;
Develops and maintains an electronic student database and tracking system;
Works closely with College staff coordinating recruitment, marketing, and enrollment efforts;
Represents the College to the general community, civic organizations, and K-12 school districts;
Writes funding proposals and reports as appropriate.

MINIMUM QUALIFICATIONS:

Knowledge of:
Effective communication skills;
Recruitment techniques;
Marketing principles
Database Systems
Secondary and post-secondary educational systems.

Ability to:
Relate positively with individuals and groups from diverse backgrounds;
Conduct outreach presentations and workshops to a variety of individuals and groups;
Compile statistics and written reports;
Work collegially with college and high school faculty, staff, and administrators;
Supervise and train staff.

Experience and Education:
Experience in developing, coordinating, and directing a comprehensive high school outreach program.
Possession of an Associate’s degree required; a Bachelor’s Degree desired.