



## Technical Professional – Veteran Outreach & Recruitment Specialist - 400026

**Start Date:** Fall Semester 2015

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:** \$40,000/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rcc.edu/human-resources/benefits-information>.

\*Grant Funded Position: This is a one-year only position and is contingent on availability of funding\*

**Application Close Date:** Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on October 16, 2015.

### Summary

The Veteran Outreach and Recruitment Specialist; is responsible for conducting outreach efforts to the military veteran community within Red Rocks Community College service area, as well as assisting families and prospective students to ensure that they receive accurate information and assistance through the admission process. They will communicate primarily, but not exclusively, to the student veteran community.

### Responsibilities

Develop relationships with the service area communities to promote the benefits of RRCC, including educational programs, campus events, and scholarships as well as projecting an effective and consistent image of RRCC.

Create a pipeline with opportunities for prospective Veteran students to include their families, military friendly organizations, veteran centers and local military bases.

Disseminate college and program material to prospective and/or continuing Veteran students utilizing presentations on and off campus such as fairs/events, community agency meetings and military friendly organizations.

Coordinate day-to-day outreach activities that include responding to inquiries and communicating with prospective Veteran students.

Identify Veteran populations; develop visitation schedules, meet with prospective students to discuss college programs and answer questions concerning enrollment procedures, expectations and/or student life.

Plan, organize and staff special events on campus, including but not limited to, orientations, open houses, large group visits and presentations for community organizations and school partners.

Collaborate with RRCC Veteran Support Services to ensure communication between departments, students and staff.

Collect data and prepare reports that document activities and other information.

Assist with the development of marketing materials for the promotion of programs and services offered by the college to Veteran students.

## Qualifications

### Minimum Qualifications:

- Bachelor's Degree/Combination of Education and experience will be considered
- Two (2) years of recruitment experience and/or community outreach
- Proficient in speaking and writing English
- Excellent written and oral communication skills
- Ability to work with individuals from diverse backgrounds
- Knowledge of GI Bill, Veteran Benefits, Veteran Resources

### Preferred Qualifications:

- Military Veteran
- Experience with recruiting Veteran students for higher education
- Student Information System experience – preferably Banner

## To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of “see resume” will not be considered.**

## About Red Rocks Community College

## Red Rocks Community College | Position Announcement

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rccc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rccc.edu](mailto:hrjobs@rccc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rccc.edu](mailto:Bill.Dial@rccc.edu)

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rccc.edu/police/>. For a hard copy report, please contact 303.914.6498.*