

## Position Announcement – Red Rocks Community College

Position Title	Manager of Student Outreach & Recruitment
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$54,509/annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	December 2019
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	Sunday November 03, 2019
Job Type	Full time
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please <a href="#">click here</a> .
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	<p>Leave Accruals</p> <ul style="list-style-type: none"> <li>• Annual/Personal Days: 22.5 (180 hours)</li> <li>• Sick Days: 15 (120 hours)</li> </ul> <p>(Over 12 months, based on full time appointment accruals)</p> <p>Other Leave</p> <ul style="list-style-type: none"> <li>• Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year)</li> <li>• Holidays Observed: 10  Four Holidays are observed on an <i>alternate schedule</i> (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year's Day, resulting in campus being closed from Christmas Day through New Year's Day, with eligible employees on Holiday Leave!</li> <li>• Jury Leave</li> <li>• Military Leave</li> </ul>
Online Application	<a href="#">Click Here to Begin Your Application</a>

Red Rocks Community College seeks applications for a full time Manager of Student Outreach & Recruitment to join our Student Success Services division.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our [Vision and Mission](#), which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the [RRCC Inclusion & Diversity](#) webpage for additional information.

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With an unrivaled reputation grounded in our Values, we stand out as a cutting edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

### **Position Summary:**

Under the direction of the Dean of Enrollment Management and Student Success the Manager of Student Outreach and Recruitment plans, designs, and directs college wide student recruitment and outreach operations while providing direction and oversight to the Colleges Office of Outreach and Recruitment. The Manager of Student Outreach and Recruitment is responsible for the design of outreach and recruiting initiatives and managing and monitoring the communications to prospective students. The Manager works closely with the Dean of Enrollment to create and implement comprehensive outreach and recruitment strategies to grow student enrollment.

### **Required Qualifications:**

- Bachelor's Degree in Communications, Marketing or related field.
- Valid Driver's License.
- Three (3) years of experience in higher education admissions and/or recruiting, of which there was at least one year of responsibility for each of:
  - 1). Making small and large group presentations,
  - 2.) Managing a program and administrative supervision of staff, and
  - 3.) Managing an office or program budget.

### **Preferred Qualifications:**

- Master's Degree in Student Services or other related field.
- Experience with a Customer Relation Management (CRM) tool.
- Student Information System experience – Banner.
- Experience creating and implementing comprehensive recruitment to retention strategies.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

### **Required Knowledge, Skills, Abilities:**

- Analytical Skills.
- Excellent written and oral communication skills.
- Ability to work with individuals from diverse backgrounds.

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### Description of Position:

- Oversee the development of relationships with the service area communities to promote the benefits of RRCC, including educational programs, campus events, and scholarships, projecting an effective and consistent image of RRCC
- Direct the day-to-day functions of the Office of Outreach and Recruitment. Manage and monitor the use of CRM system
- Coordinate and prioritize day-to-day and annual outreach activities, including responding to inquiries and communicating with prospective students, and planning and supervising open houses. Transport students and staff to enrollment and recruitment activities and off site programs.
- Lead a team of recruitment professionals and para professionals in recruiting activities and managing caseloads of students through the admissions lifecycle. Hire, train and manage recruitment and outreach staff.
- Collaborate with Dean of Enrollment Management and Student Success to develop, create and finalize recruitment media and materials and implement comprehensive outreach and recruitment strategies to grow student enrollment.
- Supervise and monitor the recruitment budget and monitor inventory of recruitment materials
- Develop and conduct audience-appropriate presentations to the RRCC service area schools, agencies and businesses

### How to Apply:

Complete applications must be received by 11:59 p.m. on Sunday November 03, 2019. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include ***optional*** attachments.

### Please note the following prior to beginning your application:

1. Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
2. As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
3. You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.

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4. Once you submit your application, you will no longer have an opportunity to review or make changes.
5. You will receive a confirmation email once your application has been received.

### **Benefits:**

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please [click here](#).

### **The Assessment Process:**

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. The committee will review all applications received by the closing deadline listed on this announcement to determine if applicants meet required qualifications. The committee will complete a secondary review of applications that meet required qualifications to determine applicants that align more closely with the listed qualifications. The top applicants from this assessment process receive an invite for the first round of committee interviews.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

### **Transcripts Required:**

An unofficial copy of transcripts must be submitted at the time of application.

Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

### **Necessary Special Requirements:**

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is

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your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

### **Important Notes:**

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

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 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.

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.

RRCC conducts 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.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.