

Position Announcement – Red Rocks Community College

Position Title	Student Outreach & Recruitment Specialist
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$41,930/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 10, 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 click here .
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"> • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) <p>(Over 12 months, based on full time appointment accruals)</p> <p>Other Leave</p> <ul style="list-style-type: none"> • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • 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! • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Red Rocks Community College seeks applications for two full time Student Outreach & Recruitment Specialists 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.

Summary of Position:

The Outreach and Recruitment Specialist plans, designs, and directs college wide student recruitment operations to enhance and grow student enrollment. The Outreach and Recruitment specialist is responsible for conducting outreach efforts to the community in the Red Rocks Community College service area, assisting families and prospective students to ensure that they receive accurate and timely information and assistance through the admission process. The Specialist communicates primarily with traditional and non-traditional students with an emphasis on underrepresented populations.

Required Qualifications:

- Bachelor's Degree in Human Services or other related field.
 - SUBSTITUTION: An equivalent combination of education and professional experience may be substituted for the degree. Professional experience must be in addition to the required year(s) of experience.
- One year of experience in higher education student services, K-12 education student counseling/advising services, higher education recruiting or community outreach.

Preferred Qualifications:

- Three years of experience in higher education recruiting
- Student Information System experience- Banner
- Experience working with Adult Learners
- Proficient in speaking and writing Spanish
- 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:

- Ability to communicate effectively with individuals from diverse backgrounds.
- Excellent oral and written communication skills.
- Ability to create and keep deadlines manage appointments, pay attention to details, keep work organized, and plan, prioritize and achieve goals).
- Ability to utilize computer technology to access data, maintain records, review and generate reports.

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Description of Position:

Service Area Outreach and Recruitment

- Development of relationships with service area communities to promote the benefits of RRCC including educational programs, campus events, and scholarships; projecting an effective and consistent image of RRCC.
- Create a K-12 pipeline with opportunities for prospective underrepresented students, their families, high school teachers and counselors to learn about programs and services.
- Identify underrepresented populations; develop visitation schedules to schools, agencies, conferences or events to meet with prospective students, parents, counselors, and administrators to discuss college program offerings and to answer questions concerning programs, enrollment procedures, expectations, and/or student life.
- Disseminate college and program informational material to prospective and/or continuing students through presentations on and off campus such as college and community fairs/events, community agency meetings, and businesses.
- Coordinate day-to-day outreach activities that include responding to inquiries and communicating with prospective students.
- Work with prospective students and their families to ensure they receive accurate information and assistance through the admission process.
- Plan, organize, and staff special events on campus, including but not limited to counselor orientations, open houses, large group visits, and presentations for community organizations and school partners.
- Collect and organize data, prepare reports that document activities and student case load progress, and provide other information regarding recruitment and outreach as needed
- Participate in various off campus activities to recruit

Underrepresented Student Support

- Assist with the development of marketing materials in Spanish to promote programs and services serve the needs of the changing demographics in our service area.
- Develop and conduct bilingual and/or audience appropriate presentations to the RRCC service area schools, agencies, and businesses.
- Manage caseload of students and act as a liaison for students as they navigate their education at RRCC.

Serves on campus and community committees and professional organizations related to prospective students and college recruitment.

Hire, train, and supervise student support staff.

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How to Apply:

Complete applications must be received by 11:59 p.m. on Sunday November 10, 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), if applicable

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.
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.

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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 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.

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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.