

**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.*