

Outreach Coordinator (College of Technology) - Vincennes, IN Full-Time

Vincennes University's College of Technology is seeking applicants for an Outreach Coordinator.

This position is responsible for:

- Represent and promote Vincennes University and the College of Technology at high schools, college fairs, career centers, and other recruiting or Technology events
- Serve as the Dean's liaison and primary contact regarding correspondence, scheduling, and other direct support for College of Technology Dual Credit Programming
- Formulate correspondence and responses to various Dual Credit inquiries and issues
- Provide clerical support for College of Technology faculty and staff in Dual Credit matters
- Act as liaison between Business and Industry and College of Technology projects and programming
- Act as liaison between industry partners and College of Technology
- Collaborate with a wide variety of technical professionals that support the College of Technology in various advisory boards
- Meet with prospective students and families to discuss benefits of attending VU, degree program counseling, the financial aid process, and admissions policies
- Participate in on-campus Technology activities and work closely with Admissions Office recruiting events
- Maintain prospective student information in a communications database
- Arrange group visits and give College of Technology and campus tours as needed
- Maintain relationships with territory contacts and prospective students
- Maintain College of Technology website and assist College of Technology program chairs with program website maintenance
- Maintain social media sites associated with the College of Technology
- Coordinate registration of high school students in the Twin Rivers programs on Vincennes Campus
- Assist in processing registrations and other enrollment needs for various internship programs
- Organize and facilitate special projects as assigned

The ideal candidate will have:

- Bachelor's degree in technology related major required and/or Associate Degree in technology major with strong background in technology and industry relationships. Knowledge of academic advising and recruiting/marketing strategies will also be needed.
- Exemplary written and verbal communication skills
- Ability to communicate with secondary and postsecondary students, teachers, and counselors
- Good working knowledge of computers, Microsoft Office, electronic office equipment
- Strong social media experience and web page update/maintenance knowledge
- Excellent problem-solving and critical thinking skills
- Valid driver's license, must have ability to be approved to drive VU vehicles
- Availability to work/travel some evenings, weekends and overnight stays as needed
- Ability to lift 25 pounds

Preferred skills:

- Technology marketing or sales experience
- Knowledge of a wide variety of Technology careers
- Knowledge of Vincennes University and its mission and goals
- Outgoing and willing to work with diverse groups of people

Benefits:

The candidate will be eligible for all benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

How to Apply:

Interested applicants should submit a VU Application, cover letter, and resume with a minimum of three references, and transcripts to Human Resources by email: jobs@vinu.edu or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. **Deadline for full consideration is January 24, 2020.** Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate may be required to submit to a criminal history background check. Vincennes University is an Equal Opportunity and Affirmative Action Employer