



ANNOUNCEMENT OF POSITION VACANCY
Outreach Center Supervisor/Admissions Counselor – Non-Traditional Students

SUMMARY: Reporting directly to the Assistant Director of Transfer Services, the Outreach Center Supervisor/Admissions Counselor-Non-Traditional Students is responsible for the oversight of the Outreach Center and the recruitment of non-traditional and transfer students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Responsible for recruiting non-traditional students:

- Sets goals for the recruitment of Western Colorado non-traditional students
- Travels for recruiting
- Maintains competitive territory tracking records
- Builds relationships with business owners and academic counselors
- Facilitates contact through email, web, telephone, visits, direct mail
- Works with office of institutional research and assistant director/transfer admissions to identify trends, attributes, and characteristics associated with non-traditional students who seek higher education
- Researches potential community avenues of recruitment for the purpose of non-traditional enrollment and establishes comprehensive plan for recruitment of those students. Works closely with business and other identified community opportunities
- Recruits students from community colleges

Leads and directs a team of outreach representatives (student employees) whose primary responsibility is to engage with prospective students and alumni.

Leads the Outreach Center in efforts to continually identify additional opportunities to interface with prospective students and alumni and assures the team operates in a manner that respects the culture of the university.

Utilizes excellent customer service skills to manage, counsel, interview and provide information to Outreach staff.

Responsible to hire, manage, train and supervise all Outreach student staff for both admissions and alumni relations.

Participates in and promotes special campus programs such as Mesa Experience, Student Orientations, Transfer VIP Events and other recruitment events.

Works with Coordinator of Veteran Benefits and Services to establish new opportunities for Veteran recruitment.

Ensures regular, consistent internal communication regarding transfer issues by working collaboratively with the Registrar's Office, Financial Aid, Academic Affairs, Academic Advising, academic department heads, and others.

Participates in new student orientation and assists students with course advising and registration.

Stays current on Colorado's statewide transfer policies, CMU's active articulation agreements, and other states' transfer policies as they relate to the potential of completing a CMU degree.

Increases collaborative programming with the regional community and vocational schools, and identifies community colleges that offer programs that sequence well with CMU offerings.

Understands and performs GPA calculations on prospective student transcripts.

Requires frequent travel by automobile, airplane and other methods of transportation in fulfillment of outreach and counseling duties. Some nights and weekend work required.

EDUCATION & EXPERIENCE: A baccalaureate degree from an accredited institution is required. A Master's degree from an accredited college or university is preferred. A minimum of three years of relevant experience in higher education or related services is preferred.

Proficiency using technology and software programs such as Word, Excel, PowerPoint, and/or Banner is required.

Other requirements include:

- the ability to learn and apply computer technology to enhance productivity in the workplace
- public speaking experience, confidence in interpersonal networking, and the ability to relate to individuals from a variety of circumstances
- demonstrated experience consistent with setting and achieving organizational goals
- possession of a valid Colorado driver's license at time of hire, which must be maintained in good standing throughout employment

Required competencies include:

- excellent customer service skills and problem solving technique
- excellent and effective oral and written communication skills

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment

SALARY: \$38,000 - \$41,000/year, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by November 23, 2015.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Outreach Center Supervisor/Admissions Counselor – Non-Traditional Students Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.