

Coordinator of Outreach and Concurrent Enrollment (March 2024)

JOB TITLE

Coordinator of Outreach and Concurrent Enrollment

JOB DESCRIPTION

Colby Community College is accepting applications for a **full-time Coordinator of Outreach and Concurrent Enrollment** to recruit students in Kansas and neighboring states. This is a 12-month position located in Colby, Kansas. Responsible for recruiting prospective students, visiting area high schools regarding outreach and concurrent enrollment opportunities, as well as assist with all Admissions operations as directed. Additionally, this position will advise current high school students as they are preparing to graduate high school and attend various post-secondary institutions. Candidates for this position must demonstrate a desire to work with college students, a positive attitude, self-motivation, and the work ethic to follow through on commitments. Strong interpersonal skills are necessary, including the ability to present the college in a positive and professional manner to diverse populations. Understanding the importance of technology, integrity, innovative thinking, and teamwork to increase enrollment in a rural setting is necessary. The position requires significant travel with the ability to load and transport admissions materials, displays and other equipment.

QUALIFICATIONS

Bachelor's degree required, Master's degree preferred.

Valid Kansas driver's license required.

Ability to lift 40 pounds

Experience in postsecondary admissions and/or recruiting preferred.

Experience in advising preferred

SALARY/WAGE

\$40,000 – \$43,500 depending on degree and experience

Flexible benefits program that includes options for single and family health and dental coverage, life insurance, reimbursement accounts, sick and vacation leave allowances, along with 21 days of holiday pay. Participation in the state retirement program is required.

The application deadline is March 15, 2024, with interviews starting immediately.

For full consideration and review of application, a candidate must submit a letter of

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application, resume, and all postsecondary transcripts (unofficial copy is acceptable) and references to:

Colby Community College
ATTN: Human Resources
1255 S. Range Ave.
Colby, KS 67701

Materials may be emailed to hr@colbycc.edu.

ADDITIONAL INFORMATION

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries regarding the nondiscrimination policies: Human Resources Office, 1255 South Range Ave., Colby, KS 67701. (785) 460-5406. [hr\(at\)colbycc.edu](mailto:hr(at)colbycc.edu)

Candidates identifying as a qualified person with a disability under the Americans with Disabilities Act and would like to request accommodations should contact Human Resources.

The successful candidate for this position will be subject to a pre-employment background check.

Visa Sponsorship is not available for this position. The candidate must be authorized to work in the United States.