

International Recruitment and Outreach Coordinator

Personnel Requisition

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Posting Number:	201101284P
Job Title:	International Recruitment and Outreach Coordinator
Location:	Texas Township Campus
Full-Time/Part-Time:	Full Time
Pay Rate:	Base of \$42,611 per year. Salary is determined by education and relevant years of experience beyond the minimum requirements.
Position Type:	Staff
Department:	Enrollment Management
Job Summary:	Are you enthusiastic about Kalamazoo Valley Community College? Do you believe in the mission of a community college and want to share that enthusiasm with others? If so, Kalamazoo Valley has a great opportunity for you, so please read on.

About Us

Kalamazoo Valley Community College is a comprehensive, fully accredited, public, two-year college in Kalamazoo, MI. We offer associate degrees in more than 60 areas of study and 50 certificate programs. Kalamazoo Valley Community College creates innovative and equitable opportunities that empower all to learn, grow, and thrive.

About the Opportunity

Kalamazoo Valley is seeking a full-time **International Recruitment and Outreach Coordinator** as part of the college's Recruitment and Outreach Department. We are seeking an individual who has experience working with international students. The individual in this position will assist in the development and implementation of enrollment strategies. In addition, this person will support the instructional mission of the institution and will promote positive student and customer relations.

Specific responsibilities of this position include the following:

- Develop, implement and coordinate enrollment and outreach strategies for assigned territories and target populations.
- Visit K-12 schools, businesses, non-profits and other organizations/agencies for the purpose of achieving enrollment objectives.
- Assist supervisor in coordinating and implementing enrollment activities and special projects.
- Serve as a lead for on campus and off campus enrollment events and other related initiatives, promoting the value of a community college education.
- Guide prospective students through the enrollment process, from prospect to enrollee.
- Collaborate with other college departments and serve on institution wide committees to maximize enrollment efforts.
- Build networks and generate leads in multiple counties to increase awareness of Kalamazoo Valley program offerings and services for the purpose of increasing market share.
- Participate in programs for individuals and groups by conducting presentations and tours, staffing information tables and employing other outreach methods.
- Utilize customer relationship management (CRM) tools to maximize prospective student communications, analyze data and achieve enrollment objectives.

Expectations of this role also include regular public speaking to prospective students, families, high school counselors and community partners. This individual will also oversee student recruitment events that target specific student types, including high school visits, college nights, on campus special events, community expos and festivals. Additionally, the Recruitment and Outreach Coordinator will represent Kalamazoo Valley on various external committees.

Required knowledge and skills:

- Knowledge of current college enrollment management practices, techniques and procedures.
- Skill in oral and written communications.
- Event planning skills.
- Skill in use of Microsoft Office software and social media skills.
- Skill in working with a variety of people and willingness to collaborate.
- Ability and willingness to work some evenings and weekends.

Minimum Qualifications:

- Appropriate education, training, experience and talents are requirements for this position. An example of this would be a Bachelor's degree in an appropriate field and three years of related prior work experience.
- Part of that work experience must include time working with international students.

Preferred Qualifications and Experience:

- Experience with TargetX, Salesforce and/or Banner/Elucian Information Systems.
- Relationships and connections to local communities and organizations within southwest Michigan.

Physical Demands:**Work Hours:**

Core business hours are Monday through Friday, 8:00 am-5:00 pm. Some evening and weekend hours may be scheduled to meet recruitment activity needs.

Posting Date

03/06/2024

Closing Date:**Special Instructions to Applicants:**

Please apply online at jobs.kvcc.edu
Posting will remain open until filled. Priority will be given to applications received prior to March 18, 2024.

EEO Statement

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Letter of Recommendation
4. Unofficial Transcripts

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
 - o Yes
 - o No