



EASTERN WYOMING COLLEGE

POSITION DUTIES & RESPONSIBILITIES

Job Title: Outreach Coordinator
Classification Title: Academic Coordinator
Department: Academic Services
Primary Location: Torrington, WY
Position Number: 121

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Outreach Coordinator is an 11-month (1 August – 30 June), full-time, 24 hours weekly, exempt, benefited, C41 position located at the Torrington Campus. Under the leadership of Academic Services, the Outreach Coordinator is primarily responsible for planning, coordinating, and registering students for Concurrent and Dual Enrollment classes in the 15 high schools (HS) across the College's six-county Service Area. This three-part task is to be accomplished in collaboration with each school district's respective Outreach Coordinator. This position also assists in advising and registering full and part-time EWC students at all Outreach locations and serves as the EWC liaison with school district superintendents, and HS principals and counselors. The Outreach Coordinator will aid the orientation and mentoring of new EWC Outreach Coordinators and school officials in the College's nine Service Area school districts. This position requires regular Service Area road travel about 66-70% of the assigned duty hours.

Organizational Relationship: *Title of position's supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Outreach Coordinator reports to the Associate Vice President for Outreach.
The Outreach Coordinator does not have any formal supervisory responsibilities.

Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Bachelor's Degree in Education or related field
- Five years' enrollment, registration, administrative, or managerial experience working in higher or secondary level education
- Three years' experience working with students in the secondary and post-secondary level in advising, transitions, and retention-related role
- One year academic classroom/laboratory teaching experience in HS or higher education
- Demonstrated experience/expertise in strategies and best practices for supporting students' academic success
- Experience working with various constituencies to identify, develop, and implement programs and services responsive to school district and student needs
- Must be able to work independently and within a team environment
- Current and valid state-issued Driver License

Preferred Qualifications:

- Master's degree in Education or related field
- Three years full-time experience as an college/university advisor, recruiter, instructor or outreach coordinator
- Experience working with five or more Outreach locations and Service Area high schools

Essential Functions: *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **EXEMPT**, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

General

- Coordinates activities in order to facilitate the maximum effectiveness and utilization of academic resources
- Deliver service offerings at school districts and high schools in the College's six-county Service Area
- Advise high school students, part-time and full-time college students, teachers, and school district officials on a variety of issues related to academic program areas
- Facilitate communication and cooperation among all Outreach personnel and the staff at the Torrington Campus and Douglas Campus
- In accordance with College policy and processes, coordinate and/or collaborate in the assessment of academic programs and services delivered by Outreach personnel
- Conduct weekly road travel to Outreach locations to orient, mentor, and consult with Outreach Coordinators, high school teachers, and school district officials

Outreach Operations

- Assist with planning, coordinating, and registering high school students for Concurrent and Dual Enrollment classes at 15 high schools
- Aid the planning, coordination, and execution of yearly Outreach Coordinator meetings
- Serve as the EWC liaison with school district superintendents, high school principals, and school counselors
- Assist the orientation and mentoring of new school district Outreach Coordinators.
- Meet school superintendents, high school principals and school counselors on a regular basis to orient them toward EWC Outreach services
- Help EWC Division Chairs with the review of Concurrent Enrollment teacher applications/credentials
- Advise EWC Outreach students and assist with the coordination and scheduling of fall and spring advising with Outreach Coordinators across the EWC Service Area
- Assist with developing and coordinating recruiting and marketing strategies for Outreach sites
- Aid the completion and monitoring of Higher Learning Commission extensions for high school Concurrent Enrollment teachers
- Assist with the periodic and annual reporting of Outreach programs provided across the College's six-county Service Area
- Help with the development and monitoring of EWC's annual Outreach budget allocations and expenditures

Community Involvement

- In coordination with and/or augmentation of the school district's on-site Outreach Coordinator... Maintain effective interpersonal & institutional relationships with external Outreach entities and promote positive relationships and open communication with all Outreach stake-holders

Inter-Campus Coordination

- Work closely with Academic Services leadership, Directors, Chairs, Department Heads, and off-site employees to coordinate the delivery of Outreach instructional programs and student services
- Ensure strong communication channels exist among all Outreach personnel and staffs at both campuses
- Ensure Outreach students are offered services and resources comparable to those available across EWC's entire Service Area and have an understanding and responsibility for those services
- Work closely with the Academic Services Associate Vice Presidents (AVP) to set course and program schedules that meet the needs of Outreach students
- In coordination with Student Services, help ensure recruitment, registration, advising, retention, counseling, and financial aid services are available, effective, and efficient for Outreach students
- Work closely with the Academic Services AVP to ensure Outreach marketing, advertising, and media relations reflect EWC's mission, vision, and values
- Coordinate with the Administrative Services Vice President to establish and maintain all Outreach contracts

Nonessential Functions: *These are tasks that are marginal, or incidental to the completion of the essential function, or those functions that could be performed by other employees.*

- Moving and carrying equipment, furniture, and supplies

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Effective interpersonal communication skills
- Demonstrated commitment to public relations and customer service
- Demonstrated ability to work as an integral part of the Outreach team
- Demonstrated ability to prioritize, assign work, and solve problems
- Demonstrated ability to deal with issues and concerns in a positive, confidential and constructive manner
- Ability to work positively with teams/individuals with diverse backgrounds, ethnicities, and interests
- Understand Student Services (e.g., advising, enrollment) and contemporary student service issues
- Delivery of competent and confident public presentations involving varied stake-holders
- Demonstrated experience in providing academic programs to support student success
- Demonstrated advising experience with high school and post-secondary students
- Ability to problem solve, think critically, and communicate effectively with college students, high school students, high school teachers, school district officials, parents, and Outreach Coordinators

Physical/Mental Demands: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Regular travel within the six-county (Goshen, Platte, Niobrara, Converse, Weston, Crook) Service Area for meetings and events
- Occasional state and regional travel
- Early, late, and occasional weekend work
- Moving or carrying equipment, furniture, and supplies
- Ability to deal with periods of high stress resulting from diverse expectations of the College, the school districts, high schools, and community Outreach stake-holders

- May be in the public eye on controversial issues
- Must be able to continually balance student needs with available College & Outreach resources
- Maintain a broad, future-oriented perspective when making decisions

ASSOCIATE VICE PRESIDENT FOR OUTREACH:

Signature

Date

VICE PRESIDENT FOR ACADEMIC SERVICES:

Signature

Date

PRESIDENT:

Signature

Date

NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

PD&R Received		
PD&R Reviewed		
PD&R Approved		
Position Duties & Responsibilities Effective Date	1 July 2016	
Position Number Assigned/Verified	5 July 2016	