State College of Florida, Manatee-Sarasota

Job Description

**Job Title:** Coordinator of Outreach and Early College Success  
**Reports to:** Associate Vice President, Student Services  
**FLSA Status:** Exempt  
**Level:** 212  
**Position Class:**

**Job Summary:**  
This position is responsible for coordinating all College-wide recruitment and outreach activities and early college/dual enrollment initiatives. This includes oversight of outreach information teams.

*NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.*

**Essential Duties and Responsibilities:**  
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Supervises and directs the planning and budgeting for all areas of recruitment and outreach including supervision of outreach advisors and the staff assistant.

2. Oversees and manages the recruitment and outreach area, including but not limited to, technology initiatives within the College and in conjunction with local schools and organizations.

3. Acts as the College liaison and representative for all academic programs and support service departments by coordinating and collaborating recruitment and early college/dual enrollment initiatives for all recruitment and outreach activities. Serves as the first point-of-contact for College-wide student recruitment and outreach activities (internal and external communities).

4. Assists in the annual development of articulation agreements and recruitment efforts between district public and private school systems, home-school organizations, parents and the College.

5. Assists in the development of short and long-range plans for recruitment and development of short and long-range plans for recruitment and retention of prospective and dual enrollment students.
6. Organizes and makes presentations to district high schools in the dual county service area. Meets with prospective students, parents and high school personnel, and distributes recruitment and enrollment information.

7. Serves as the liaison and/or project coordinator to the Public Affairs and Marketing Office for selected recruitment and marketing projects.

8. Plans, coordinates and implements the comprehensive college-wide dual enrollment program. This involves having a cooperative and cohesive working relationship with all areas of academics and in direct correlation with the Adjunct Coordinator.

9. Facilitates the dual enrollment application process, registration and grade processing of dual enrollment students in conjunction with school district personnel and the records office. This includes reviewing and updating the dual enrollment handbook as well as all applicable forms, letters and materials pertinent to the program.

10. Assists with college-wide programs and visitations attended by high school students, parents and counselors to promote dual enrollment.

11. Collaborates with supervisor and local school district personnel to plan, schedule and establish policies and guidelines appropriate for the dual enrollment program.

12. Coordinates and manages the college-wide Student Ambassador Program.

13. Provides periodical statistical reports to the supervisor detailing recruitment and outreach activities.

14. Engages in professional development activities, including but not limited to, participation in professional organizations through conferences and workshops and College training sessions.

15. Collaborates in the development of college-wide curriculum for Student Services.

16. Serves on various college-wide committees and advisory boards as assigned.

17. Other duties as assigned by the supervisor.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Education/Experience:
  Masters degree from an accredited university and two or more years of related experience and/or training; or equivalent combination of education and experience.

• Supervisory Experience:
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required.

• Language Ability:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of managers, customers, employees of organization and the general public.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills:**
  The employee must be proficient in word processing, spreadsheet, and internet software; must be able to use College required database software.

- **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Supervisors staff assistant for the dual enrollment program.

**Responsibility for Communication:**

- **Internal Contacts:**
  Routine contact with faculty, staff and students.

- **External Contacts:**
  This position has frequent contact with the general public, local school district personnel, and students.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, and to talk or hear. The employee is frequently required to stand, walk, reach with hands and arms and to stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance, and lift up to 25 pounds. Vision requirements include the need for close, distance and color vision and the ability to adjust focus.
**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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