Allen College is accepting applications for a full-time Community Outreach Coordinator that is funded for 36 months by the U.S. Department of Education’s Rural Postsecondary and Economic Development Grant Program and will assume the role as soon as possible. This role is responsible to the Registrar for developing new and expanding existing rural partnerships and community engagements; and expanding and enhancing rural student support services to increase rural student enrollment, retention and completion. With a focus on expanding enrollment of rural students, this position maintains informative communications with internal and external constituents; develops and expands on- and off-campus programs and activities offered at targeted locations such as nursing and health sciences career clubs, informational seminars, and job shadowing experiences; addresses the needs of rural students; and collaborates with the admissions counselors to coordinate recruitments efforts maintaining a strong communication stream for prospective students through admission.


**Education and Experience Qualifications**

1. Bachelor’s Degree in marketing, public relations, or related field, from a regionally accredited institution of higher education.
2. Prefer two or more years’ experience in higher education with an emphasis in student recruitment, admissions, public relations, marketing or a related field.
3. Prefer experience with professional collaborations.
4. Familiarity with rural populations.
5. Ability to prioritize work and function under specific instructions within a structured time frame in a variety of job situations.
6. Good communication skills and the ability to interact with others.
7. Able to handle large volumes of work with attention to accuracy and detail; able to work with interruptions.
8. Ability to schedule, meet and maintain routines and deadlines and maintain integrity of records.
9. Ability to anticipate problems and bring forth solutions.
10. Effective oral and written communication skills.
11. Ability to read, write and speak English.

Allen College is an Equal Opportunity Employer.

**For more information, contact:**
Michelle Koehn
Registrar
(319) 226-2002
Michelle.Koehn@allencollege.edu

or

Joanna Ramsden-Meier
Dean, Enrollment Management, ADA Coordinator, Title IX Coordinator, International and ESL Student Advisor
(319) 226-2004
Joanna.RamsdenMeier@allencollege.edu

[www.AllenCollege.edu](http://www.AllenCollege.edu)
Allen College, 1825 Logan Avenue, Waterloo, Iowa 50703

**To apply:**
Applicants can apply at [https://careers-unitypoint.icims.com/jobs/intro?hashed--435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300](https://careers-unitypoint.icims.com/jobs/intro?hashed--435623200&mobile=false&width=1000&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300) and search for posting ID # 118278.