

Allen College seeks to hire a Community Outreach Coordinator

Posting ID # 184749

Allen College is accepting applications for a full-time Community Outreach Coordinator that is funded 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 Dean of Enrollment Management 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.

In compliance with the Clery Act, Allen College publishes an Annual Security Report (ASR) containing three previous years of crime statistics, institutional policies concerning campus safety, and a fire safety report. The report is available at [ASR Report 2025](#). A paper copy is available upon request.

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.

Allen College was recognized by ModernThink ® and The Chronicle of Higher Education as a Great College to Work For in 2025. Allen College was given Honor Roll status and received recognition in several categories including job satisfaction and support; compensation and benefits; supervisor/department chair effectiveness; confidence in senior leadership; faculty and staff well-being; shared governance; mission and pride, and faculty experience.

For more information, contact:

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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> and search for posting ID # 184749.

