

Job Description

Position Title	Outreach Coordinator		
Business Unit	STEM Excellence	Status:	Full-time Exempt (Salaried)
Reporting to	STEM Excellence Project Director/Enrollment Director	Salary Range:	\$47,000

Background	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University’s Mission statement is “Inspiring knowledge, faith, and service through Christ-centered education.”</p>
Position	<p>The Outreach Coordinator will work alongside the enrollment team as well as the Office for Student Success to help facilitate the outreach of students into the STEM fields as well as students transferring from 2 yr. colleges. They will participate in local transfer fairs, have a regular monthly presence at Hill College and reach out to the conference – union for state/union wide young adult events to attend and network with. The coordinator will work with Hill College STEM counselors, giving them the Hill to SWAU educational pathways to a 4-year degree. They will help with University Days and other K-12 events that will promote college education – particularly in the STEM fields.</p>

Responsibilities	<ul style="list-style-type: none"> • Keep track of student interests and applications for follow up in a timely manner. • Coordinate with transfer student advisement and first year STEM students' advisors, to hand off interests/applicants, assuring they are being contacted and cared for in a timely manner. • Work with Hill College STEM advisors, making sure all are aware of and are equipped with SWAU Pathway brochures. • Work with Hill College Transfer Coordinator to set up regular outreach efforts/table etc. • Coordinate with union, conference, and churches for new/continuing outreach efforts. • Work with Office of Student Success to help plan and implement K-12 STEM promotion activities. • Maintains and analyzes program data and prepares reports. • Assist in developing all marketing needs for outreach programs. • Actively participate in college recruitment tours for transfers, community events, campus events, etc. • Communicate effectively with various target audiences, including the ability to evaluate audiences and tailor appropriate messages to each. • Consistently makes an effort to have a healthy pipeline by contacting all prospective students using various channels (email, text, phone, social media, etc.) • Stay current on the University's academic, spiritual, recreational, social and extra-curricular calendar so information can be communicated to prospective students as another method to build engagement • Have an in-depth knowledge of the University's programs, majors, curriculum and admission requirements and the application process • Collaborate with the Student Financial Aid team wherever needed to ensure the information communicated to prospective students is accurate and up to date • Be proficient to expert with all Universities SIS and CRM software
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Knowledge of basic advising practices and principles. • Skill in both verbal and written communication. • Ability to take initiative, work well independently and within a team Environment. • Knowledge of basic sales strategies
Requirements	<ul style="list-style-type: none"> • Experience in leadership/management, agreeable disposition, and ability to work well with people. • A bachelor's degree

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.