

Recruiting Specialist – temporary position with The Master in Teaching (MiT) Program at The Evergreen State College

17-hour/week position, \$19/hour, Jan.-June 1, 2017

The Evergreen State College seeks a dynamic self-starter to assist with recruiting, marketing, and communication efforts for its MiT (Master in Teaching) Program, especially targeting underrepresented populations wanting to become teachers. This temporary position is funded by a grant from the Professional Educator Standards Board designed to increase the diversification of the teaching force in Washington State and provides a range of essential support services to the MiT Program. The position provides prospective students and the public with information on the requirements related to entrance into MiT and increases publicity for and visibility of MiT in western Washington, especially for the fall 2017 program at Evergreen Tacoma.

Responsibilities:

- Conduct outreach and presentations to community groups/organizations
- Identify new prospective candidate populations and ways to access them
- Identify and contact referral sources
- Create publicity for information events, including flyers, posters, etc.
- Assist in planning, writing and managing e-blasts
- Represent MiT at career fairs, graduate school fairs, and other community events, as appropriate
- Conduct school visits to share information on the program
- Assist with program assessment of recruiting practices, including participation on equity grant committee analyzing recruitment practices and admission policies
- Track all recruitment contacts and referral sources for follow up
- Update and maintain social media presence, including monitoring and posting to MiT Facebook/LinkedIn/Twitter/Instagram accounts
- Develop and update MiT video clips

Required Qualifications:

- AA in communication, marketing, or other relevant field, or admissions counseling experience, or combination of education and work experience
- Experience with outreach to underrepresented populations
- Understanding of the basic principles of public relations and/or marketing
- Display excellent written and oral communication and interpersonal skills
- Ability to communicate in a professional manner with co-workers, press, and community contacts
- Ability to work well independently, and within a team
- Commitment to cultural sensitivity and respect for differences
- Ability to travel within Puget Sound region,

Preferred Qualifications

- BA in communication and/or marketing or other relevant field
- Firm grasp of available tools and platforms in the social media space
- Experience with videotaping and editing
- Experience with design of publicity materials

Conditions of Employment

- Ability to work occasional evening and weekend hours
- Valid driver's license and ability to travel within the Puget Sound Region, especially Tacoma area

Deadline to apply: Jan. 2, 2017 at 5 pm

Start Date: Position open until filled

Hours: 17 hours/week

Compensation: \$19/hr.

To Apply: Please send a resume and cover letter addressing qualifications to Maggie Foran, foranm@evergreen.edu.

EEO/ADA