STAFF POSITIONS



Student Intake & Outreach Specialist

Montgomery College, Westfield South Campus, has an immediate need for a Full-Time Student Intake & Outreach Specialist in the Workforce Development and Continuing Education Department (WD&CE). The position involves outreach activities based on the strategies to identify, engage and recruit eligible students to enroll in a grant funded educational program. The work schedule is Monday through Friday, 8:30am-5pm with some required evening and weekend hours. Position is non-bargaining, non-exempt, grade 25. For non-exempt positions, you are not eligible to work a secondary job at Montgomery College.

This position is based on availability of grant funding. The Student Intake & Outreach Specialist position is currently funded through June 30, 2020.

Montgomery College is a public, fully accredited, open admission institution. Led by President DeRionne P. Pollard, Ph.D., Montgomery College is dedicated to student success and widely recognized for the quality and scope of its academic programs. Do you want to join us in our mission of providing an exceptional education and fostering student success? The faculty and staff of MC are integral to our continued excellence. We are looking for dedicated professionals for opportunities throughout the College.

Job Description

**Duties include but are not limited to:**

* Design and implement outreach strategies and activities to identify, engage, recruit and place eligible students into AELG IELCE/IET (Adult ESOL and Literacy Grant Integrated English Literacy and Civic Education/ Integrated Education and Training) program.
* Oversee all aspects of student evaluation, placement and registration processes for the IELCE/IET classes and utilize data to evaluate these processes.
* Participate in community programs (community fairs, business expos, community information sessions, career fairs, AELG classes) to provide information about the programs, orientation and registration dates.
* Schedule and conduct program orientation, presentation and outreach activities to non-profit partners, American Job Center, and other community partners. Make presentations regarding the programs, services and requirements for participation.
* Respond to in-person, telephone and email inquires, providing information to prospective students, community organizations and business partners concerning registration and participation requirements for IELCE/IET and MI-BEST (Maryland Integrated Basic Education and Skills Training) classes.
* Develops, coordinates and implements local policies and procedures for assessment and placement of learners in appropriate level classes at appropriate educational functioning levels, following grant requirements.
* Maintain and update social media platforms and website with program information, dates, class offerings and requirements for participation.
* Work with marketing and other program staff to conceptualize, design and produce flyers and program information related to student orientation and registration sessions, and general outreach activities.
* Communicates with culturally, linguistically, and educationally diverse instructors, staff and students regarding placement, progress and attendance issues.
* Develop and conduct trainings on intake processes for faculty and staff.
* Participate in job-related professional development, including those given by the Maryland Department of Labor.

**Required Qualifications:**

* Eligible applicants must currently be authorized to work in the United States and not require employer visa sponsorship
* Bachelor’s degree in Education, Guidance/Counseling, Human Services or a related field required.
* Three (3) years of professional adult education teaching.
* Two (2) years of general administrative and student recruitment and/or program outreach experience.
* One (1) year of adult assessment systems use, counseling and/or guidance, and applicable software and social media platforms experience.

**Preferred Qualifications:**

* Knowledge of assessment, adult education, teaching methodologies, target population, and general administration practices.
* Knowledge of student recruitment and/or conducting program outreach.
* Skill in verbal and written communications, interpersonal relationships with a diverse population, leadership, educational guidance/counseling, problem solving, and applicable Microsoft Office Suite software applications and social media platforms.
* Ability to apply departmental, state, and federal grant regulations to work situations, use local and state databases and reports for instructional improvements and program design, and work independently and with others.
* Fluency in another language.

Additional Job Description

**Application Process:**

* Apply online at <http://www.montgomerycollege.edu/employment>
* Online applications must be received by September 17, 2019

**As a condition of employment, the following are required at the time of hire**:

* Successful completion of a background check.
* Participation in a retirement plan.

Our benefits package includes: generous paid vacation, sick, paid holidays, medical, dental, vision, group legal benefits, professional development, retirement plan, educational assistance, tuition waiver for employee and dependents, wellness programming including onsite gyms, pools and classes.