

SISSETON WAHPETON COLLEGE

TITLE: Outreach Coordinator
REPORTS TO: Dean of Academics
SALARY: D.O.E.
TOUR OF DUTY: Generally, 8 AM to 4:30 PM, Monday – Friday, but may require some evenings for special events and meetings. Some travel may be required.
SUPERVISES: None

SUMMARY:

The Outreach Coordinator provides academic and personal assistance to students through direct contact as well as regular communications with faculty and staff. Plans, implements and evaluates continuing and new programs to recruit and/or retain targeted groups of students. Provides admissions information and services to prospective students.

DUTIES AND RESPONSIBILITIES:

1. Develop and implement events/activities to improve academic skills', retention, graduation, and transfer rates.
2. Implements a system to track alumni of the college.
3. Monitors student's attendance and progress on a continual basis. Identifies early warning signals and contacts students who may be experiencing academic or personal difficulties that affect their success as a student. Refers students to outside agencies when needed.
4. Identify key opportunities to improve student success.
5. Identify and address the needs of students through personalized counseling, tutoring, and instruction. Monitor the students' progress on a regular, continual basis.
6. Marketing, outreach, and visits to business and industry, schools, other colleges, community events and other organizations and gatherings.
7. Market SWC in the media, social media, and printed materials.
8. Provides academic and career counseling activities.
9. Leads staff with orientations, career fairs, student registration, graduation, events, etc.
10. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.

EDUCATION:

- An Associate Degree in Human Services, Counseling, Education, Psychology, Social work or other similar related field is required but will consider other AA degrees. Bachelor's degree in related fields preferred.

MINIMUM QUALIFICATIONS: (preferred, but not required)

- Experience in career, education, and academic advising.
- At least one-year experience working on a reservation.
- Excel at planning, organizational, and time management skills.
- Must have computer skills, have the ability to use Microsoft products. Proficient in using office equipment.
- Must have a valid South Dakota driver's license and current liability insurance.

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OTHER:

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with students and the public.
- Must have the ability to speak in front of groups and interact comfortably while doing so.
- Ability to maintain high levels of confidentiality.
- Ability to work with a flexible schedule including evenings and weekends.
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Participates on College committees and in faculty/staff meetings.
- Takes the initiative to work as a team player.
- May also be asked to perform duties outside the scope of this job description.

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