

West-MEC

WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402

Job Description

Job Title:	Central Program Recruiter
Supervisor:	Director of Student Services
Terms of Employment:	Twelve months
Salary Range:	\$31,500 - \$43,500
Location:	West-MEC (Western Maricopa Education Center) 5487 N. 99 th Ave. Glendale, AZ 85305

Essential Duties and Responsibilities:

- Develops a strong understanding of West-MEC career and technical education programs and their requirements; stays abreast of current CTE/economic/industry trends
- Delivers multimedia presentations regarding West-MEC programs at public engagements, in classrooms, auditoriums, etc.
- Supports planning and delivery of West-MEC events
- Communicate with social media manager to promote recruitment events
- Provides all levels of administrative support to ensure organizational success
- Connects with prospective students via phone/email/social media to develop and maintain a recruitment relationship
- Organizes and publicizes visits to member district high schools during central program application season to facilitate application how-to workshops for future students
- Prep presentation and ideas for recruitment season
- Network with West-MEC faculty to understand what students are learning in central programs

Knowledge and Skills:

- Excellent written and verbal communication skills
- Experience in sales, marketing and/or promotions
- Ability to recognize career pathways for multiple careers and industries
- Familiarity with public school systems
- Effective communications with diverse populations
- Ability to network and build relationships with community stakeholders including: students, parents, member school districts, business/industry partners, and community college partners
- Ability to work independently and manage work assignments in highly interpersonal environments
- Ability to maintain a flexible work schedule, evenings and some weekends
- Knowledge of Microsoft Word/ Apple Pages, Microsoft Excel/Apple Numbers, Microsoft PowerPoint/Apple Keynote
- Basic Audio Visual knowledge (projectors, computers, cables etc)
- Commitment to the aims and purposes of West-MEC's vision and mission

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Qualifications:

- Associate's or Bachelor's in communications or related field, or equivalent work experience
- Valid Arizona driver's license and access to insured and reliable transportation
- Ability to sit at a computer terminal for two consecutive hours at a time, lift up to 50 lbs.
- Willing to work a variety of hours, including evenings and weekends, when required
- May require travel to perform job function
- Must be able to pass fingerprint and background checks

Closing Date: Open until filled

Start Date: May/June 2017

Application Procedure:

Submit on-line application West-MEC.org

Include:

- Letter of interest
- Current resumé
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.