

**ILISAGVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**  
**Posting Date: January 19,2018**  
**Closing Date: Until Filled**

**POSITION:** Recruiter & College Readiness Coordinator  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Director of Recruitment  
**WORK SCHEDULE:** Monday through Friday. 8:30a.m. to 5:00p.m.  
**COMPENSATION:** \$73,913.29 DOE + Benefits (Exempt position)

**JOB DESCRIPTION:** Assist the Director of Recruitment with K-12 programming, community outreach, recruitment and marketing and communications; Assists with the development and implementation of Ilisagvik College's student-centered recruitment program for prospective and new students; Works with the State of Alaska and North Slope Borough School District to implement local and statewide programs aimed at K-12 students. (Summer Camps, Glimpse, I Know I Can, College Bound Day); Serves as a liaison to K-12 schools and community partners for college readiness programs and or early college access; Assist with student recruitment for dual Enrollment, summer camps, and other Bridge programming to meet recruitment targets set by the Director of Recruitment; Coordinate and lead one or more parent and family information sessions and or events each semester (fall and spring) to share information on College academic programs, admission process and financial aid; Assist with advising, registration, and support of dual enrolled and prospective students; Provide pre-admission information to prospective students and generate registrations according to pre-assigned goals and desired major; Assist with the scholarship process, academic major selection and preparation, pre-enrollment procedures, and transcript evaluations for potential students; Implement student recruitment activities to expand the pool of prospective students; Utilizes CAMS for data collection, tracking and reporting on prospective students; Assists in Off-Slope recruitment, as requested; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Provides transportation and delivery assistance, as needed; Interacts effectively in a multicultural environment and engages in Iñupiaq culture activities in the workplace; Performs other duties as assigned.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Bachelor's degree; Experience in recruitment and outreach; Experience working with youth; Familiarity with education community, and industry stakeholders; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multi-cultural environment; Demonstrated computer skills in word processing, PowerPoint, and internet research; Demonstrated ability to comfortably speak to large groups; Demonstrated ability to perform with minimum supervision and display self-initiative; Motivating and energetic; Demonstrated ability to establish and maintain cooperative internal and external work relationships; Ability to travel extensively, including travel in small aircraft with limited amenities in remote location; Demonstrated stable employment history; Valid driver's license and ability to provide clean DMV report; Ability to pass a pre-employment background check; Demonstrated experience and knowledge of computer applications; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

**PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Master's degree; Three years of experience in recruitment and outreach; Demonstrated computer skills in database applications and HTML coding; Demonstrated multimedia work experience, including radio and television; Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:** The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:**

**ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723**

**ATTN: Human Resources Fax: [907] 852-3936**

[Application may be downloaded via <http://www.ilisagvik.edu> or contact [jobs@ilisagvik.edu](mailto:jobs@ilisagvik.edu)]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-