

## **Recruitment and Admissions Specialist**

**Job ID:** 14000

**Location:** Bellevue College

**Full/Part Time:** Full Time

**Regular/Temporary:** Regular

### **Position Summary**

The Recruitment and Admission Specialist coordinates community outreach efforts to guide prospective students in selecting or clarifying a major/program of study and developing an educational and career plan. They perform specialized tasks such as developing educational materials, planning workshops, organizing outreach events, and conducting information sessions.

### **Pay, Benefits & Work Schedule**

**Position Salary Range: \$67,669/year - \$94,737/year**

The salary information shown above is a general guideline only. The salary will be determined based on candidate's qualifications and related experience, as well as market and business considerations. Typically, new hire starts no higher than **\$74,436/year** based on Bellevue College Exempt salary schedule.

We offer comprehensive compensation package with salary and benefits as the main components. **Generous** <https://www.bellevuecollege.edu/hr/benefits/> **is offered through Washington State plans that includes multiple** medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

The employee is scheduled to work 40 hours per workweek. This position is exempt from the overtime provisions of the Fair Labor Standards Act, which means that you are not eligible for overtime pay.

### **About The College**

Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 54% students of color and over 1,300 international students. The college promotes student success by providing high-quality, flexible, accessible

educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our <https://www.bellevuecollege.edu/about-us/future-vision/vision-values-mission/>, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

For more information, visit <https://www.bellevuecollege.edu/facts/>.

## **About the Department**

The Welcome Center Department supports the mission of Bellevue College (BC) by providing high-quality community outreach, regional partnerships, admission guidance, and prospective student support through the use of technology, information sessions, admission advising, outreach events, and campus tours.

## **Essential Functions**

### **Outreach and Recruitment Coordination**

- Organize, participate, and represent the College in outreach efforts, which promote the College to high school students, faculty, and staff, and attend community outreach events, such as job and college fairs.
  - Provide entry advice to prospective student applicants about opportunities available at Bellevue College that may include but not be limited to: the admissions process, financial literacy, academic preparation, and first-quarter enrollment planning into the college.
  - Document, collect, and report contact information of prospective students in CRM and/or software systems as appropriate.
  - Follow up with prospective and refer them to the appropriate office.
- Develop and coordinate marketing, recruiting, and outreach activities to enhance knowledge of and participation in Community-Based Organizations and use research and support BC's enrollment goals.
- Collaborate with staff across the campus and district to lead outreach, intake, information, and other on boarding initiatives.
  - Work collaboratively with faculty and staff across campus and with the Marketing and Communication department to execute events.
  - Build relationships with appropriate Community-Based Organizations in Bellevue's service district.
  - Work with external organizations, community members, and college and district staff to develop and implement best practices for recruitment.

- Assist students with the College's entry process, including all steps to enrollment: 3 easy steps (Apply, Access and enroll), and making referrals for additional student support as needed.
- Assist students in identifying pathways aligned with educational, career, and life goals.
- Provide support to Student Ambassadors as needed.

### **Campus-wide Events and Activities**

- Develop and facilitate on-campus events, tours, Information Sessions, and programming to showcase Bellevue College's educational offerings to prospective students, high schools, and Community-Based Organizations.
- Coordinate and provide campus tours.
- Create and maintain a master list of all outreach activities (workforce, community, continuing education, military).
- Work with the Director of the welcome center to add or change event/tours based on the needs of the students.
- Assist with developing/planning career conferences, open houses, and other on-campus outreach activities.
- Assist with campus-wide guided pathways, equity/diversity/inclusion efforts, and other campus initiatives.
- Utilize Welcome Center, student ambassadors for tours, campus outreach events and admission sessions.
- Serve on campus committees as requested/approved by Director.

### **Community Strategic Partnerships**

- Respond promptly to phone, email, and mail inquiries from the community and prospective students.
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- Maintain current partner agreements to include but not limited to application workshops, and registration workshops.
- Attend partnership meetings as requested.
- Develop collaborative partnerships with public agencies and private organizations serving dislocated workers, including DSHS, Employment Security/Work source partners, Seattle-King and Snohomish County Workforce Development Council, Private Industry Councils, etc.
- Organize and present workshops and develop other support services tailored to meet the unique needs of the WE population. Organize and present workshops and develop other.

### **Other**

- Perform other duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degree from an accredited institution. Experience may be substituted for the education requirement on a year-for-year basis.
- Two (2) years of customer service experience in a professional office or education environment.
- One (1) year of professional experience supporting diverse populations, low-income clients, populations with significant barriers to employment and/or dislocated workers.
- Demonstrated experience working in a collaborative team environment with diverse employees and student/customer groups.
- Demonstrated effective interpersonal skills in collaboration, team participation, creative problem-solving, conflict resolution, and group planning.
- Demonstrated ability to use Microsoft Word, Excel, and Outlook.
- Demonstrated ability to use computers for data entry, web applications, searching the internet, and troubleshooting basic computer issues.
- Demonstrated ability to build and maintain student satisfaction and relationships with academic departments and services offered.
- Effective communication skills, including experience presenting information to large and small audiences in a variety of settings.

### **Preferred Qualifications**

- Three (3) years of demonstrated experience advising students in a community college setting or relaying information related to university transfer, admissions process, policies, articulations, and requirements.
- Demonstrated experience using multiple modalities and Universal Design principles in one-on-one and group advising settings.
- Demonstrated experience using degree audit systems and performing unofficial transcript reviews.
- Demonstrated experience presenting and leading advising related workshops to students, college staff, and faculty.
- Experience working within an integrated academic and career advising department or system; ability to articulate the relationship between college major and career exploration.

### **Conditions of Employment**

Bellevue College intends to provide a drug-free, healthy, safe, and secure work and educational environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform her/his/their assigned duties.

Bellevue College employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

### **Sexual Misconduct and Background Check:**

Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under <https://app.leg.wa.gov/RCW/default.aspx?cite=28B.112.080>.

Check frequently in your inbox, spam, junk, clutter email folders for any communication regarding the next steps from Bellevue College and our background check partners.

### **Reference Check:**

Reference checks may include, but are not limited to, contacting references and verification of work experience, and/or past job duties.

### **Other Information**

- This position is NOT eligible for relocation allowance.
- This position is NOT eligible for sponsorship for employment-based visa.

### **How To Apply**

Applications received by **08/01/2024** will be given full consideration. Applications received after that date may be considered until the position is filled.

All individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will not be considered for the position (only submit required documents with the application, additional documents will not be reviewed.) Please review <https://www.bellevuecollege.edu/work-at-bellevue/applying-for-jobs-tips/> before applying. **Current Bellevue College employees should apply the position through Employee Self Service.**

### **Required application materials:**

- Attach a Cover Letter (min 1 pg., max 2 pgs.)
- Attach a Resume
- Attach a Diversity Statement (min 1 pg., max 2 pgs.) that addresses the following: Describe and provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College
- Complete Job Questionnaires if applicable

**Contact:**

If you have questions with regards to the application or the hiring process, please contact Office of Human Resources at 425-564-2274 or email to [jobs@bellevuecollege.edu](mailto:jobs@bellevuecollege.edu).

**EEO Statement**

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at <https://www.bellevuecollege.edu/policies/>. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126.

Applicants with disabilities who require assistance with the recruitment process may contact [hraccommodations@bellevuecollege.edu](mailto:hraccommodations@bellevuecollege.edu) .

**To apply, visit <https://apptrkr.com/5433937>**

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