



Recruitment and Community Outreach Specialist

The University Center of Lake County serves as a hub to thirteen universities from across the state of Illinois. We offer over 120 academic programs, or majors, for prospective students to choose from. Through a University Center university, students can complete their last two years of a bachelor's degree in a variety of industries. Additionally, we offer full graduate programs, graduate certificate programs, teaching endorsements, and a doctorate program. We work closely with traditional age students as well as the adult student population who desires to continue their college education.

General Responsibilities:

The Recruitment and Community Outreach Specialist has the primary responsibility for assisting the member institutions and the Grow Your Own (GYO) Lake County program, (gyo-il.org) in recruiting prospective students, for representing the University Center at recruiting events, and for providing pre-admission guidance for prospective students. This includes developing and maintaining partnerships with “feeder” institutions such as the College of Lake County (CLC), Lake County school districts, major employers, and relevant community organizations. The Recruitment and Community Outreach Specialist will develop an in-depth understanding of each program offered through the University Center, GYO Lake County and will stay abreast of all program changes.

Essential Duties and Responsibilities:

1. Develops relationships with businesses, local nonprofit organizations, education partners, and other organizations from across Lake County in order to create or participate in recruiting opportunities.
2. Develops relationships with the human resources & benefits staff with major Lake County employers, Chambers of Commerce and professional associations.
3. Develops strong working relationships with the admissions and advising staff of University Center member institutions to ensure that prospective University Center students are routed appropriately.
4. Assists member institutions in marketing their programs by representing those programs at events.
5. Participates in the development of the promotion and recruitment plan in relation to universities' established lead generation goals and in coordination with the University Center's overall marketing plan.
6. Develops strong working relationships with CLC's counseling center and divisional academic advisors and maintains a flow of information between CLC and the University Center regarding transfer students and their needs and interests.

7. Develops a promotion and recruitment plan in relation to established lead generation goals and in coordination with the University Center's overall marketing plan.
8. Assists in the execution of University Center recruiting events such as the Open Houses, Information Sessions, Internship Fairs, etc.
9. In collaboration with Associate Dean, organizes community outreach, open house events and information sessions among other events.
10. In coordination with the Recruitment Specialist & Advisor, also serves as the primary staff for external recruiting events at CLC, Lake County businesses, nonprofits, local community events and other opportunities to attend as they arise.
11. Unique responsibilities pertaining to the Grow Your Own Lake County program include:
 - Provide insight to delineate the Lake County programs partnership priorities and to support the expansion strategy accordingly.
 - Produce summaries on Lake County outreach programs for quarterly and annual reports.
 - Represent GYO Lake County in local and statewide meetings.

Requirements/Qualifications:

1. Master's degree in higher education or other appropriate field with relevant experience in adult education, college admissions, and/or community engagement.
2. Demonstrated sensitivity to the needs of the adult learner/non-traditional student and students historically underrepresented at the college level.
3. Experience and partnerships with culturally diverse communities and stakeholders.
4. Excellent relationship-building skills and interpersonal communication
5. Strong presentation skills with ease in presenting to large groups.
6. Willingness to work as part of a team, to shift working schedule to evenings and weekends as required, and to undertake local travel as needed.
7. Knowledge of and experience in community outreach.
8. Experience with recruitment, marketing, and planning.

Preferred Additional Education and Experience:

- Bilingualism (Spanish/English) strongly preferred.
- Knowledge of Lake County and Chicago metropolitan area.
- Strong working knowledge of Microsoft tools with some proficiency using Canva, Adobe Pro.
- Minimum of three years relevant experience in college admissions and enrollment.

Salary Range: \$45,000 - \$50,000 (This is a grant paid position)

Benefits:

- Competitive Compensation
- Opportunity for advancement
- Choice of 4 medical plans including PPO and high deductible plans
- Dental and Vision Insurance
- 403-B retirement plan with employer match
- Employer Paid Life Insurance and Long-Term Disability
- 12 Paid Holidays
- Vacation, sick and personal/wellness days

Application Instructions:

To apply for this position, please submit a cover letter outlining your interest in and qualifications for the position, along with a copy of your resume and 2 professional letters or recommendations, along with contact information by October 2, 2023, at 4:59pm.

Submit your application to:

Agnes Monton
Director of Business and Finance
University Center of Lake County
amonton@ucenter.org