

Division/Department:	Education Department	
Location:	San Luis Valley or Southwest Colorado preferred	
Job Title:	Recruitment and Admissions Coordinator (Rural)	FTE Status: 15 hours/week
Reports to:	Recruitment, Development & Partnership Director	Effective date: January 2018
ORGANIZATION OVERVIEW:		
<p>Public Education & Business Coalition (PEBC) is a Colorado-based 501(c)3 organization that provides professional development services for practicing educators locally and nationally, and operates the Boettcher Teacher Residency (BTR) for training highly-qualified new educators.</p> <p>PEBC believes that every child deserves a great educator - and we work in Colorado and across the nation to prepare outstanding new teachers; help practicing educators become exceptional; and shape policies that foster vibrant growth and lasting student success.</p>		
POSITION OVERVIEW		
<p>PEBC is in search of a Recruitment and Admissions Coordinator to support the work of Boettcher Teacher Residency. The residency is now in its fourteenth year of operation and currently recruits, trains and retains educators in rural, urban and suburban schools and districts across Colorado.</p> <p>The Recruitment and Admissions Coordinator will focus their efforts to support the San Luis Valley and Southwest Colorado cohorts by recruiting, screening and enrolling recent graduates and career changers in the residency program.</p>		
DUTIES & RESPONSIBILITIES		
<p><i>Operations</i></p> <ul style="list-style-type: none"> ● Receive and respond to inquiries from prospective resident candidates ● Conduct telephone screening of resident applicants ● Facilitate information sessions for prospective resident applicants ● Facilitate final group interview process for resident selection. ● Support accepted resident placement process in school districts ● Act as liaison between staff/partners in regional cohorts <p><i>Recruitment</i></p> <ul style="list-style-type: none"> ● Represent BTR at local and regional recruiting events ● Travel to out-of-state recruiting events (such as college career fairs) as assigned ● Travel to residency cohorts in San Luis Valley, Southwest Colorado and other cohorts as assigned to perform above functions related to recruitment and selection of candidates ● Support campus organizer program at regionally assigned schools 		

Development

- Collaborate with school and district staff members to activate and engage networks and historic partnerships
- Develop retention strategies for newly accepted residents
- Facilitate Rural Alumni Board and provide feedback for evaluation and program development
- Collaborate with BTR team and community partners to ensure recruitment of diverse teachers
- Collaborate with BTR team and community partners to ensure recruitment of teachers in hard to fill content areas such as Science and Mathematics
- Build relationships with district personnel, school support specialists (such as regional BOCES) and other community organizations to establish robust candidate pipelines in all cohort areas
- Identify teacher needs and trends in partner districts and schools

QUALIFICATIONS

- Located within or near the San Luis Valley or Southwest Colorado region preferred
- Administrative experience
- Ability to travel
- A deeply held belief in the value of education
- Strong group facilitation skills
- Ability to work with adult learners
- Proficiency in the Microsoft Office Suite and Google
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong problem solving skills
- Works well with minimal supervision while maintaining a team oriented approach
- Strong organizational skills and attention to detail
- Recruitment, sales or development experience preferred

Education Requirements

Bachelor's Degree required.

Compensation

This is a part-time, hourly position.

Anti-Discrimination Policy

PEBC is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, pregnancy status, military status, genetic information, or any other status protected by applicable state or local law.

Application Instructions

To apply please send a cover letter and resume to jobs@pebc.org with *Recruitment & Admissions Coordinator* listed in the subject line. Please include your compensation requirements. No phone calls please.