

Paraprofessional/Recruitment Coordinator
Adult Education

East Arkansas Community College is currently accepting applications for the position of Paraprofessional/Recruitment Coordinator.

POSITION SUMMARY

The Paraprofessional/Recruitment Coordinator will report to the Director of Adult Education and is responsible for recruitment and marketing strategies for non-traditional students, targeting social and civic clubs, churches, community events, business and industries, and other community agencies. This position requires working nights and weekends and scheduled at the convenience and best interest of EACC Adult Education program.

TYPICAL FUNCTIONS

Promote and represent EACC Adult Education at community events, fairs, promotional opportunities, etc. Make presentations and coordinate speaking engagements with social and civic organizations, churches, and industries. Make presentation to prospective students, manage a specific set of recruitment projects, organize special recruitment events and coordinate participation of program faculty and staff. Assist in creating, packaging, monitoring, and distributing materials for student recruitment. Prepare recruitment reports and proposals. Plan and conduct Adult Education tours. Perform other duties as assigned.

KNOWLEDGE, ABILITY, AND SKILLS

Ability to gather data, compile information, prepare reports, develop and deliver presentations, work effectively with diverse population, communicate effectively both orally and in writing, develop, plan, and implement short and long range recruitment goals. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Skills exam required.

MINIMUM QUALIFICATIONS

The formal education equivalent of a Bachelor's Degree.

Please submit an EACC application, credentials, and transcript(s) to EACC Personnel Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.

EACC IS AN AA/EO EMPLOYER