Community Outreach Coordinator

Job Description

About Cogswell College:

Located in Sunnyvale in the heart of the Silicon Valley, Cogswell College is an accredited 4-year institution of higher education with a curriculum that fuses art, engineering and entrepreneurship. It has a distinguished 125-year history in California and has always been associated with best practice in the industries and communities it serves. Cogswell College offers an intimate and stimulating academic environment that enables its students to earn a BA degree in Digital Art and Animation or Entrepreneurship and Innovation or a BS degree in Digital Arts Engineering, Digital Audio Technology, Computer Engineering or Software Engineering. Cogswell College also offers an online BS degree program in Fire Science with concentration in Fire Administration or Fire Prevention/Technology

Job Description:

The Recruitment and Outreach Specialist for the Fire Science Program will recruit new students in line with program’s budgeted enrollment targets and goals. The Recruitment and Outreach Specialist will be expected to:

- Lead the efforts of community college transfer events and relationships with transfer offices and Fire Science Program Coordinators.
- Build relationships with external Fire and Emergency Services organizations that have prospective students.
- Follow up on organizational leads and promising contacts, maintain the database of contacts and results, and continue existing organizational relationships
- Coordinate and conduct information sessions in the community, college, and organizational settings, as needed.
- Provide support and leadership in planning and implementing off-campus cohorts with regional academies
- Ensure the handling of inquiries from prospective students and provide personal follow up on individual inquiries
- Manage the communication plan and information sessions to move new students from inquiry to application completion.
- Design reports, analyze data, and write summary conclusions tracking the effectiveness of recruitment effort

Minimum Qualifications:

- Bachelor’s degree
- Previous Fire Department Experience is required
- Experience in higher education
- Prior marketing, business or recruitment/admissions experience
- Excellent written, oral and interpersonal communication skills
- Ability to organize, prioritize, problem-solve, collaborate and work independently
- Excellent data analysis and computer skills

Preferred Qualifications:

- Experience working with Fire & Emergency personnel
- Experience with innovative academic programs for adult learners/nontraditional students
Additional Information:

Rank/Salary: $45,000+, depending on qualifications

Application Materials

Qualified applicants must send the following:

- Letter of application
- Curriculum vitae
- Names and contact information of three professional references (no letters at this time)

Send application package to:

Attn: Human Resources
Cogswell Polytechnical College
1175 Bordeaux Drive
Sunnyvale, CA 94089

Email: employment@cogswell.edu