



NORTHERN PENNSYLVANIA REGIONAL COLLEGE

814-230-9010
814-313-7320 (fax)
<https://regionalcollegepa.org>

POSITION TITLE: Community Engagement Specialists

JOB TYPE: Full-time

LOCATION: To be determined depending on incumbent's county of residence. NPRC serves Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Warren, and Venango Counties, in Pennsylvania.

DATE POSTED: June 22, 2021

PRIORITY DEADLINE: July 7, 2021

CLOSE DATE: Open until filled

JOB DESCRIPTION: See pages 2-3

INTERPERSONAL SKILLS:

- Public speaking
- Working knowledge and/or connections within the Counties listed
- Making presentations
- Connecting students to community resources
- Comfort with cold-calls and sales tactics

APPLICATION PROCESS:

REQUIRED MATERIALS FOR A COMPLETE APPLICANT PACKET INCLUDE:

1. Letter of interest;
2. Resume; and
3. Contact information for three references.

ONLY COMPLETE APPLICATION PACKETS CONSIDERED

SEND COMPLETE APPLICANT PACKET VIA US POSTAL SERVICE TO:

Northern Pennsylvania Regional College
ATTN: Human Resources
300 2nd Avenue, Suite 500
Warren, PA 16365

OR

SEND VIA EMAIL TO:

communityengagementspecialistsearch@rrcnpa.org

Include the position title in the subject line: Community Engagement Specialist

MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements may apply):

PA Child Abuse History Clearance
Pennsylvania Access to Criminal History Record Check
Federal Criminal History Background Check
Valid Driver's License

For additional information, please call the NPRC Administrative Offices at 814-230-9010

NPRC is an Equal Opportunity Employer. NPRC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

JOB DESCRIPTION

JOB TITLE: Community Engagement Specialist

CLASSIFICATION: EXEMPT (ANNUAL SALARY)

NON-EXEMPT (SALARY)

COMPENSATION RANGE: \$37,500

DEPARTMENT: Academic and Student Affairs

DIVISION: Student Affairs

REPORTS TO: Director of Enrollment and Student Success

SUPERVISES: N/A

MINIMUM REQUIREMENTS:

- Associate Degree;
- Excellent verbal and written communication skills;
- Ability to develop and deliver presentations;
- Ability to work effectively with diverse populations; and
- Ability to travel daily and work a flexible schedule, include evening, and weekend hours.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree;
- Experience and comfort with sales and cold-call type scenarios;
- Proficient use of Pipedrive or other customer relationship management software;
- Familiarity with Empower or other student information software;
- Proficient knowledge of all NPRC educational catalog programs (Academic & Workforce Development); and
- Working knowledge of degree planning work sheets and degree requirements.

POSITION SUMMARY:

A Community Engagement Specialist (CES) represents Northern Pennsylvania Regional College in the communities assigned as a front-line face of the College. This person is responsible for identifying and maintaining relationships with community stakeholders and potential students and influencers. Individuals in this position will be actively recruiting students for enrollment as well as developing relationships with community entities and organizations to ensure NPRC has a positive and active presence in the communities we serve. This individual must be a self-starter that is driven to succeed independently as well as detail orientated in administrative tasks. Excellent verbal and written communication and presentation skills are essential.

ESSENTIAL FUNCTIONS:

Primary Responsibilities

- Community Engagement
 - Educates community members of NPRC educational opportunities through community engagement
 - Provides outreach to community organizations (all "groups" social, business, economic dev., etc.)
 - Attends community events including chamber events, fairs, festivals, etc.
 - Networks with community entities
 - Tracks and hangs flyers while networking within the community
 - Liaison for NPRC sponsored or affiliated events
 - Identifies volunteer opportunities for students and college community

- Identifies ways for President's Executive Team and Board of Trustees to be directly involved with local communities
- Represents the College to targeted constituencies such as chambers of commerce, service organizations and secondary/middle school students/administrators.
- Data Collection
 - Generates student "leads" into Empower system
 - Tracks all reporting data as requested by supervisor
- Maintains up-to-date knowledge on:
 - All upcoming WFD offerings and schedules
 - Policy, procedures, and process for enrollment
 - All NPRC educational catalog programs (Academic & Workforce Development)
 - All majors, degrees, certificates, partnerships in academics
 - WFD Catalog classes and correlation to degree paths
 - Community resources for students

Secondary Responsibilities

- Advising
 - Understand and communicate use of degree planning worksheets
 - Understand and use of degree audits
 - Understand course sequencing and where to find information
 - Familiar with navigating students through registration, college website, D2L, student portal, Outlook, and Microsoft Office
 - Understand "services" within college and local communities for connecting students with support both academic and barrier related.
 - Perform other duties as assigned

ADDITIONAL ELIGIBILITY REQUIREMENTS:

Valid Driver's License and consistent access to a vehicle.

PHYSICAL REQUIREMENTS:

The physical and mental demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to read, communicate verbal and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines;
- Driving, standing, walking, and sitting;
- Use of hands to touch, handle, and feel; reach with hands and arms;
- Must be able to occasionally lift and/or move up to 25 lbs./12 kg.; and
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS/WORK SCHEDULE:

- Office Location: To be determined depending on incumbent's county of residence. For more information visit our website: regionalcollegepa.org.
- Work hours: This position requires work hour flexibility and varied hours, will include nights and weekends.
- Notwithstanding the office hours, all salaried employees are expected to work 40 hours weekly.