

Position Number: D94559

Job Title: Recruitment and Outreach Advisor

Department: Maseeh College of Engineering and Computer Science

FTE: 1.0 Benefits eligible

Job Type: Advisor/Counselor II

Posted Date: 12/7/11

Position Summary

The Recruitment and outreach Advisor works with potential undergraduate students of PSU's Maseeh College of Engineering and Computer Science, ensuring they receive accurate program information and understand the benefits of the Maseeh College educational experience. Reporting to the College's Head Advisor and a member of the College's Student Success team, the Recruitment and Outreach Advisor recruits and supports undergraduate students in engineering and computer science.

Responsibilities

1. Provides accurate information to prospective undergraduate students, families and other external constituents about enrollment at Portland State in engineering and computer science programs. Advises current and incoming PSU undergraduate engineering students.
2. Develops and delivers effective recruitment presentations at high schools, community colleges and other venues, communicating the excitement of opportunities in engineering and computer science and increasing applications of new undergraduates to Maseeh College programs.
3. Develops and implements contact plan for prospective students in the engineering/computer science recruitment pipeline, ensuring timely flow of information and increasing student matriculation rates.
4. Identifies and trains current PSU engineering and computer science students to assist in recruitment efforts.
5. Coordinates Maseeh College outreach programs, working with the K-12 education community, after-school and community-based programs, Oregon MESA, regional engineering firms and organizations, STEM education partners, and Maseeh College student organizations, faculty and staff.
6. Designs and implements effective recruitment events for potential engineering/computer science undergraduate students.
7. Coordinates Maseeh College participation in campus-based recruitment events and activities, working closely with the PSU New Student Programs office.

Minimum Qualifications

- A Master's Degree
- Understanding of importance of STEM education in society
- Interest in helping engineering students achieve success
- Successful completion of a background check
- Valid driver's license

Preferred Qualifications

- Experience in K-14 formal or informal STEM education
- Experience advising students

Compensation

The starting annual salary rate for this position will be \$40,632, with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependent at any of the Oregon University System schools.

To Apply

Please send a cover letter expressing your interest and experience related to this position, a resume, and names of three professional references to:

Ms. Diane Sawyer, Search Coordinator
Maseeh College of Engineering and Computer Science
Portland State University
PO Box 751-MCECS
Portland, OR 97207

Application packets may also be sent by email to dianes@cecs.pdx.edu. Review of applications will begin on December 19, 2011. The position will remain open until filled.