



OFFICE OF ENROLLMENT MANAGEMENT

Director of Pre-College Outreach

Responsibilities: Serves as the lead in the Institute's pre-college initiatives, including but not limited to, summer programs, outreach, and building awareness of Rose-Hulman in the regional and national pre-college community; works closely and communicates regularly with the supervisor on executing tactics that support the mission of the institute; educates the campus about pre-college programs and the Institute's strategy surrounding this engagement; serves as a point of contact with the pre-college community; uses high-level organizational, communication, and relationship building skills to achieve strategic and operational goals; coordinates Institute data collection in regard to pre-college pipeline programs; identifies and develops programs that have a measureable impact on the student pipeline of Rose-Hulman; coordinates and participates in the admission to all Institute pre-college programs; represents the Institute at events and venues that will enhance the identity and familiarity of Rose-Hulman among potential pre-college STEM students; maintains a high level of awareness of regional and national pre-college educational policies and trends especially as they relate to STEM; identifies funding opportunities as it relates to the expansion of pre-college outreach; has knowledge of the larger pre-college STEM engagement by colleges and universities, professional organizations, service organizations and any other entity that identifies as their mission the growth of the student pipeline for engineering, mathematics and science; develops programs that reach STEM teachers and pre-college administrators with the purpose of heightening awareness of Rose-Hulman.

Qualifications: Bachelor's degree in education, public relations, communications, or related field; minimum of three years of professional experience in education, public relations, communications, or higher education; excellent interpersonal skills and ability to clearly and persuasively communicate concepts and ideas; excellent interpersonal and project management skills with the ability to clearly and persuasively communicate concepts and ideas; ability to balance multiple projects and work independently; proficiency with computer applications common in an education setting such as Word, Excel, and Outlook.

Salary: Commensurate with experience and qualifications; excellent benefit package offered for this full-time position.

Applications: Only online applications/resumes will be accepted at: <https://jobs.rose-hulman.edu> until position is filled. Contact Human Resources at 812-877-8176 for questions. **EEO/AA**