View/Edit Posting - Specialist - Outreach - 2608

*Required information is denoted with an asterisk.

**POSITION INFORMATION**

Posting Number: 2608

EBS Process Reference Number: 339967

EBS Position Number: 30295245

EBS Job Number: 20001700

Job Title: Specialist - Outreach

Position Title/Rank:

Multiple Hire Posting? No

Multiple Position Numbers

Job Group:

Personnel Subarea: Fixed Term Academic Staff-FAS

Union Affiliation: Non Union

Appointment Basis: Annual Year, 12 months

Appointment Status: Fixed Term Academic Staff

Employment %: 100
Work Location:
Faculty: Salary Range $41,000.00 - 47,000.00
Support Staff: Pay Minimum

To recruit for all of the School's degree programs, both for our East Lansing programs and for our distance education sites; to assist in the processing and organization of applications for review by the Admissions Committee.

KEY RESPONSIBILITIES: communicate admissions criteria and curriculum for all programs to prospective students; develop and implement program recruiting plans in response to identified program needs; market School of Social Work degree programs to agencies (state and private), educational programs, and other organizations; participate in recruitment fairs (primarily in Michigan but in other states as required); respond to inquiries from prospective students about all School of Social Work programs with accuracy and timeliness; generate and update databases of prospective applicants for each of the School of Social Work programs; coordinate recruiting activities with Program Directors; plan and conduct program informational meetings in cooperation with program coordinators; provide administrative assistance for orientation activities of various School of Social Work programs; attend School of Social Work Faculty meetings and events; participate on school committees as assigned; additional duties as required, which may include teaching, advising, and/or field placement development.

A masters degree in social work; previous practice advising/mentoring college students or student recruitment in academic settings; interpersonal skills, good writing and verbal skills; detail-oriented, organized, and timely in managing the recruiting tasks; ability to enthusiastically represent and promote the goals and mission of our school; ability to recruit and advise diverse populations within a range of communities; applicant must be able to drive and have reliable transportation with appropriate auto insurance; ability and willingness to travel as part of regular responsibilities.

Faculty: Minimum Qualifications
Support Staff: Minimum Requirements

Desired Qualifications:
Summary of Health Risks and Physical Demands

Position Type: Faculty/Academic Staff
Internal Posting Date: 01-07-2016
Internal Closing Date: 01-28-2016
External Posting Date: 01-07-2016
External Closing Date: 01-28-2016
Review of Applications begins on:
Application Types Accepted Faculty/Academic Profile
Placement Goal (university): Minorties
Placement Goal (department): Minorties
Placement Goal Summary: Minorties
Name/Title/Email Address of Search Committee Chair: John Mooradian/Associate Director & Associate Professor/mooradi1@msu.edu

DEPARTMENT INFORMATION

Major Administrative Unit/College: College of Social Science
Primary Department Name: 10038782 SOCIAL WORK - CSS

Position Sub-org

If position is funded by multiple departments, list department(s) in addition to primary department:

Staffing Coordinator(s): Nancy Gray
Staffing Coordinator Phone/Extension: 5173538632

Staffing Coordinator Alternate Phone Number:

Staffing Coordinator NetID: GRAYN@MSU.EDU

Users with Access: Gray, Nancy

Employment Analyst: Bernadette (brussell@hr.msu.edu) Russell
Employment Analyst Telephone Number: 40214

Web Address for Posting: jobs.msu.edu/applicants/Central?quickFind=66932

Department Website Address: socialwork@ssc.msu.edu

Required Applicant Documents: Resume/CV
Cover Letter

Optional Applicant Documents: Other Document
Other Document 2
Other Document 3

Number of Reference Letters Required: No letters required

Special Instructions to Applicants:

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Pass message:

Federal Contract: No

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