



Position: Outreach & Admissions Assistant

Department: Admissions and Outreach

Employment type: Part-time, 20 hours or less

Overview: The Outreach & Admissions Assistant plays a crucial role in engaging prospective students by providing information about PVCC's programs, conducting campus tours, and supporting outreach events. This role involves a blend of communication, critical thinking, and technological skills to effectively represent the college and support its enrollment goals.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Develop and implement personal career plans and goals.
- **Tasks:**
 - Put together a career development plan and implement it.
 - Meet with your supervisor to review your progress.

Communication:

- **Skills:** Exchange information clearly and effectively with diverse audiences.
- **Tasks:**
 - Respond to inquiries about PVCC programs.
 - Co-facilitate information sessions and lead campus tours.

Critical Thinking:

- **Skills:** Analyze feedback and suggest improvements based on logical assessment.

- **Tasks:**
 - Gather and analyze student feedback on the enrollment process.
 - Suggest improvements to the supervisor.

Equity and Inclusion:

- **Skills:** Create materials that meet diverse needs and reflect an inclusive approach.
- **Tasks:**
 - Create PowerPoint presentations that cater to the diverse needs of prospective students.

Leadership:

- **Skills:** Plan and manage projects related to outreach and events.
- **Tasks:**
 - Help plan and implement outreach events.
 - Prepare displays, handouts, and promotional items for these events.

Professionalism:

- **Skills:** Maintain a positive and professional representation of the organization.
- **Tasks:**
 - Represent PVCC positively at outreach events.

Teamwork:

- **Skills:** Collaborate effectively while considering diverse perspectives.
- **Tasks:**
 - Listen to prospective students, ask probing questions, and respond empathetically to their needs.

Technology:

- **Skills:** Utilize MS Office and other technologies to enhance productivity and create materials.
- **Tasks:**
 - Use MS Office to complete daily tasks.
 - Create handouts, presentations, and other materials.

Additional Responsibilities:

Assist in planning and executing outreach events, including creating promotional materials and representing PVCC at various functions.

Required Qualifications:

Experience in customer service or a similar field; proficiency in MS Office; strong communication and organizational skills.

Additional Considerations:

Experience in higher education or admissions; familiarity with PowerPoint and event planning.

By fulfilling these responsibilities, you will contribute to the successful recruitment of students and the positive representation of PVCC through effective communication, critical thinking, and professional outreach efforts.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu