

Position Description

Position title: Assistant Director of University Recruiting for Project Lead the Way

Classification: Other Unclassified

Function of Work: Coordinate all activities related to the recruitment of PLTW schools and students participating in the program. Plans, promotes, and implements all special events for program.

Supervision Received: Director of University Recruiting

Supervision Exercised: Student staff and Tele-Counseling team

Qualifications: Bachelor's degree in related field is required. Admissions and recruiting experience is preferred. Marketing, sales, and strong communication skills are a plus. Previous experience with customer service operations is desired.

Responsibilities

- Participation at all official Northwestern State University functions and Project Lead the Way functions as required.
- Represent Northwestern State University and Project Lead the Way to the public community throughout Louisiana and the United States
- Maintaining required work hours as determined by the Director
- Coordinating and serving as a team member in performing school PLTW certification visits
- Developing and executing plans to increase the number of Louisiana schools implementing the PLTW programs. These include the Gateway to Technology middle school program, the Pathway to Engineering and Biomedical Sciences high school programs and elementary programs being developed by PLTW
- Serve as liaison for the Office of University Recruiting and PLTW
- Coordinate special-recruiting events and camps for Project Lead the way participating students
- Planning, recruiting of candidates, management and execution of the Pre-Service Training program
- Supervises student staff assigned to area
- Prepares related reports to measure progress toward goals and the effectiveness of recruiting strategies
- Other duties as assigned by supervisor