



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following position on the Stuttgart Campus. This job posting is for a full-time, 12 month position.

Director of Community Outreach Stuttgart Campus

Essential Job Duty Areas:

Stuttgart Foundation Development Officer

Coordinate all fundraising efforts, develop new scholarship opportunities, manage accounts for foundation and scholarships, develop and maintain donor relations, and work in conjunction with the Chancellor and the campus Vice Chancellor.

Community Education

Develop yearly schedule of community education events (classes, travel, etc. for non-credit personal enrichment), develop advertising and coordinate all logistics of the activities. Set and meet yearly production goals.

Workforce/Business and Industry Training

Work with the Workforce Training and Development Coordinator to ensure needs of the community are met. Serve as point person for community businesses needing part-time or full-time employees or interns. Provide workshops for students to prepare them for employment (in conjunction with existing programs). Examine possibilities for on-campus career center for students.

Non-Traditional Requirement:

Lead committee in efforts to recruit non-traditional students. Work in conjunction with the Enrollment Management Director and High School Relations Director when appropriate.

Qualifications:

Bachelor's degree required (Master's a plus), preferably in Public Relations, Journalism, or related field. Experience in fundraising and in higher education preferred. Ability to work in teams and independently a must. An organized, self-starter with effective communication and interpersonal skills required. Must be able to work well within the college system and the community. Strong computer and technology skills a plus. Knowledge of local community and service area preferred.

Review of applications will begin immediately and will continue until filled. To request an application, visit www.pccua.edu or email ejames@pccua.edu or call (870) 338-6474, extension 1271.

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