



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

High School Relations Coordinator Helena-West Helena Campus

Essential Job Duties:

- Providing effective administrative services to the College's School-to-College program;
- Coordinating concurrent enrollment classes between local high schools and the college;
- Register and advise all concurrent enrolled students;
- Planning, organizing, and hosting recruiting events;
- Assisting with the enrollment and tracking of high school to college students;
- Developing career exploration activities for students;
- Completing appropriate reports for high school enrollment at the college;
- Meeting with high school students, faculty and counselors and making presentations on the college's programs;
- Developing new relationships with high school and college staff, business operators and state officials to foster enhancement of the program;
- Developing and distributing promotional materials to include the Great River Promise to schools and employers;
- Advise all high school students enrolling in college courses; and
- Other work related duties as assigned.

Flexible scheduling is required. Attendance at evening or weekend activities may be necessary. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

Qualifications: Bachelor's degree in a related field required. Strong experience in K-12 public education or higher education required. Strong oral and written communication, organizational and interpersonal skills required in building partnerships involving diverse partners. Technology skills and ability to communicate through social media required.

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.

PCCUA is an Equal Opportunity/Affirmative Action Employer

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