POSITION ANNOUNCEMENT

Position: Director, Vermont Academy of Science and Technology (VAST) & Community Relations and Outreach

Part-time (25 hours per week), Exempt, VSC Grade 13, VSC UP PAT Bargaining Unit

Location: Randolph Center or Williston campus

Compensation: $23.07 per hour, not to exceed 25 hours per week.

Responsibilities:

Administer all aspects of VAST and to maintain and coordinate college outreach and community relations in Northwestern Vermont.

- Serve as administrator for the VAST program by overseeing all aspects of the planning and implementation of services and coordination with other college departments including the Center for Academic Success.
- Implement a strategy for student recruitment that includes contacting high schools, interested students parents and employer partners, attending open house and other recruiting events, meeting with VSAC counselors on an annual basis and conducting interviews.
- Design and implement a community outreach strategy that promotes awareness of Vermont Tech in Northwestern Vermont and enhances the college's regional engagement.
- Monitor the ongoing needs of students in VSAST, including counseling and assistance with the college application and continuation process for VAST students wishing to continue at other colleges.
- Maintain a strategy for engagement in educational policy discussions in Chittenden and Franklin Counties.
- Maintain accreditation of VAST through the Vermont Agency of Education unless otherwise directed by the President.
- Counsel students to provide support and/or arrange appropriate counseling in special areas of need.
- In coordination with the Associate Dean of Enrollment Management, the Assistant Dean of Admissions, and the Director of Marketing, collaborate on a strategy for outreach among stakeholders in the K-12 system, and community and youth development oriented non-profit agencies.
- Build and maintain key relationships and partnerships on behalf of the College.
- Prepare regular and special reports for the President, Provide statistical reports to the Vermont Agency of Education.
**Qualifications:** Bachelor’s degree and five to seven years of professional experience in a related field. Education advising and student affairs experience required. Guidance counselor credentials preferred.

- Experience and expertise in student affairs, academic advising and youth mentoring.
- Excellent written and verbal communications skills.
- All Microsoft applications particularly Excel.
- Valid Vermont driver’s license.

**Starting Date:** ASAP

**Application Deadline:** Applications received after the first screening will be considered at the discretion of the College.

**To Apply:** Submit a mandatory Vermont Tech employment application, resume and cover letter to jobs@vtc.edu. Employment application is available on the Vermont Tech website at: www.vtc.edu/employment. Incomplete application materials will not be considered.

A Fingerprint-Supported Criminal Background Check is required for this position. Continued employment is contingent upon the results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.