

POSITION TITLE: Regional Engagement Coordinator – Richland Center Outreach
DIVISION: Business and Industry Services
REPORTS TO: Business and Industry Service Manager
CLASSIFICATION: Exempt
POSTING DATE: June 14, 2018

SUMMARY:

Regional Engagement Coordinator will identify opportunities for partnerships and course offerings in the Richland Center Outreach communities to build awareness, support, and resources for Southwest Tech’s programs and services. Responsibilities may include developing and strengthening corporate relationships; and establishing a strong community presence by building positive, accountable, and responsive relationships. The position will be based in Richland Center WI.

ESSENTIAL DUTIES: (include the following. Other duties may be assigned.)

1.	Develops and manages customer relationships by making calls, coordinating employer visits and giving presentations; identifies opportunities for and assist in scheduling courses and partnerships in outreach communities. Being the face of Southwest Tech in the communities we serve.
2.	Promotes course and training opportunities and continuing education/professional development in outreach communities; increase FTE generation through increase student enrollments.
3.	Manages the Outreach site and serves as the go-to community liaison by working collaboratively with college leadership while effectively engaging with outreach communities; develops proactive communication strategies and plan; works closely with college Marketing and Public Relations to align strategies.
4.	Establishes and maintains a strong community presence throughout the district by inspiring volunteerism internally and externally as part of an external partnerships plan; and creating strategic partnerships in the communities. Attendance at Chamber and other community events.
5.	Strengthen corporate relations; develop and diversify relationships with employers to expand/increase how the College serves businesses through training, internships, graduate placement, facility space, advisory committees, etc; develops entrepreneurial approaches to partnerships with workforce.
6.	Will include some travel to the college and regional communities. Attendance at quarterly state-called meetings are also an expectation. Will include some nights and weekends to attend events.
7.	Performs other related duties as assigned.

TRAINING AND EXPERIENCE:

Bachelor's degree in Business, Education or related field and 10 years of business development, economic development, or workforce development experience; or equivalent combination of education and experience. Experience working with nonprofit or volunteer groups is a plus. Must live in Richland Center WI or surrounding area.

<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Marketing/sales principles and practices; • Social media platforms; • Computers and related software applications; • Applicable Federal, State, and Local laws, rules, and regulations; • Leadership and management principles; • Policy and procedure development practices; • Budgeting principles; • Regional and state economic development and workforce practices • Good understanding of the college and offerings 	<p>SKILLS:</p> <ul style="list-style-type: none"> • Developing and implementing public relations, marketing, and/or communication strategies and/or plans; • Coordinating, prioritizing, organizing, and managing multiple simultaneous projects; • Communicating effectively, both verbally and in writing; specifically in grant writing; • Speaking in public; • Participating in media and/or promotional events; • Proficient skills in computer and related software applications; • Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information. • Knowledge of local, state and federal legislative and executive processes; • Problem solving and innovative • Ability to speak Spanish fluently is a plus.
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<p>APPLICATIONS: Internal and External applicants complete and submit the online employment application at https://www.swtc.edu/about/job-opportunities. For questions regarding the application process please contact Human Resources at humanresources@swtc.edu or 608.822.2314.</p> <p>CLOSING DATE FOR APPLICATIONS: July 8, 2018 STARTING DATE: August 1, 2018 SALARY BAND: C43, Range \$50,394 - \$70,552</p>									
<p>BENEFITS/SERVICES: Our comprehensive benefit package includes the following and much more:</p> <table border="1" style="width: 100%;"> <tr> <td>• Health Insurance</td> <td>• Dental Insurance</td> </tr> <tr> <td>• Life Insurance</td> <td>• Long-Term Disability</td> </tr> <tr> <td>• Health Savings Account</td> <td>• Health Club Access</td> </tr> <tr> <td>• Wisconsin Retirement System Contribution</td> <td>• On-campus day care (hourly rate charged)</td> </tr> </table>		• Health Insurance	• Dental Insurance	• Life Insurance	• Long-Term Disability	• Health Savings Account	• Health Club Access	• Wisconsin Retirement System Contribution	• On-campus day care (hourly rate charged)
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SELECTION PROCESS: The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate’s employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.