

## Early Outreach Initiatives Coordinator

### Job Summary

The Early Outreach Initiatives Coordinator will lead pre-recruitment outreach and programing designed to engage middle and high school students with learning experiences in agricultural, food, life and natural resource sciences to expand interest in agriculture and strengthen and develop new pathways to Purdue Agriculture. This position will collaborate with the core undergraduate recruitment team and key internal and external partners to develop strategic pre-recruitment pathways based upon college recruitment and enrollment goals. This position will be a key contact for College of Agriculture middle and high school pre-recruitment programs to continue strong partnerships and establish new partners, events, and programs guided by strategic goals.

### Responsibilities:

- Lead the development and expansion of current middle and high school outreach partnerships identified as strategic pre-recruitment pathways to Purdue Agriculture
- Plan and implement pre-recruitment programs and events designed to engage middle and high school students with educational experiences and career opportunities within agricultural, food, life, and natural resource sciences that relate to Purdue Agriculture academic programs
- Collaborate closely with the Assistant Director for Undergraduate Recruitment, the Office of Multicultural Programs, and Agricultural Communications to coordinate college pre-recruitment efforts that focus on key audiences based upon college recruitment and enrollment goals
- Coordinate collaboration and streamline pre-recruitment communication and efforts with internal partners including the PK-12 Council, Agricultural Communications, Office of Multicultural Programs, department recruitment personnel, Extension, and other PK-12 Purdue partners
- Collaborate with internal partners to develop Purdue Agriculture pre-recruitment materials and workshops that are inclusive and discipline- and age-appropriate
- Coordinate and direct the Pre-College Molecular Agriculture Summer Institute, expanding research areas offered to increase department representation
- Collaborate with the Division of Summer Session to create a Summer College for High School Students 1-week program
- Communicate and engage with students, teachers, and community organizations, including but not limited to the promotion of programs and events, through multiple forms of media, including publications, web- or online-based formats, and social media
- Serve as an active member of the Core Recruitment Team
- Serve as an active member of the PK-12 Council and provide pre-recruitment guidance based upon recruitment and enrollment goals
- Support the Associate Dean & Director of Academic Programs and Assistant Director for Undergraduate Recruitment in College of Agriculture initiatives and activities, as needed
- Perform other duties which contribute to the College of Agriculture and Office of Academic Programs
- Represent the college in administrative and academic settings locally, regionally, nationally, and internationally

### Required:

- Bachelor's degree

- 4 years of experience working directly with middle or high school students
- Experience, skill, and enthusiasm for inspiring youth to pursue their optimum educational potential
- Experience developing and implementing educational events and programs for diverse audiences
- An understanding and support for the benefits of a diverse campus community
- Strong written, verbal, organizational, and leadership skills
- Excellent public relations skills with the ability to address and engage small and large groups of diverse constituent groups of students, families, and internal and external partners
- Ability to develop and maintain positive relationships with internal and external partners
- Independent problem-solving and judgment skills
- Willingness to work in a changing environment
- Basic skills in Microsoft Office
- Ability to travel and work some nights and weekends
- Valid U.S. or Canadian driver's license

**Preferred:**

- Master's degree in a relevant area
- Experience working with underrepresented students, experience in an aspect of agriculture, program development, event planning, teaching, mentoring, or recruitment
- Experience developing and implementing culturally competent and inclusive events or programming

**Additional Information:**

- Purdue will not sponsor an employment related visa for this position
- A background check will be required for employment in this position
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contributions Waiting Period
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

[Apply now »](#)