

Job Description

Position Title:	Outreach Coordinator		
Business Unit:	MSN in Nursing Education Grant	Status:	Full-Time
Reporting to:	PPOHA Project Director	Salary Range:	

Background:	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.</p> <p><u>University Mission</u></p> <p>The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."</p>
Position:	<p>Southwestern Adventist University seeks an experienced and dedicated Outreach Coordinator who will facilitate and foster connections with a variety of audiences and individuals to raise awareness and increase enrollment in the MSN program. This key position includes demonstrating initiative in developing materials and planning and implementing outreach strategies in collaboration with internal and external stakeholders.</p> <p>This position is ideal for an individual who is passionate about guiding current and potential students to be the next generation of nurse educator leaders and advanced clinicians while facilitating growth of this innovative graduate nursing program, situated in a supportive, faith-based learning community.</p>

Responsibilities:	<ul style="list-style-type: none"> • Initiate and implement a plan for material development to support interest and enrollment in the MSN Program • Effectively network, cultivating productive relationships with internal and external stakeholders • Organize and attend events and other activities to support enrollment in the MSN program through association with healthcare facilities, institutions of higher education and other relevant target audiences • Enthusiastically develop and maintain public relations and social media communications in collaboration with the Advancement Department staff • Demonstrate an effective working relationship with the Enrollment Department leadership and staff to implement role responsibilities • Track and assess outcomes of activities, providing reporting in alignment with grant objectives and requirements • Work closely with the Project Director to accomplish duties as assigned • Develop a Minority Professional Network for nursing graduates and students • Stay current with best practices in outreach and communication in support of graduate nursing education enrollment. • Maintain active awareness of Title V PPOHA grant requirements and objectives <p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> • Duties as assigned
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Strong communication, professionalism, and interpersonal skills. • Time management, prioritization, and organizational ability • Effectively utilize applications to support data collection, analysis, and reporting • Passionate about providing student-centered services • Ability to work effectively with diverse student populations. • Commitment to FERPA compliance and ethical academic practices
Requirements:	<p><u>Primary Requirement</u></p> <ul style="list-style-type: none"> • Bachelor's degree • Preferred discipline: Public Relations, Communications, or Journalism major <p>Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.</p>
Why Join SWAU's MSN Program?	<ul style="list-style-type: none"> • Be part of an innovative and growing graduate nursing program in a supportive, faith-based academic community. • Make a lasting impact on graduate students preparing for careers as nurse educators and leaders.

Work Conditions & Environment:	<p>Job Conditions: Computer use, Fast-paced work, Fluent in speaking, reading, and writing English.</p> <p>Occasional: Working on weekends</p> <p>Environment: Frequent: Indoor. Occasional: Outdoor, Wet/Dry Conditions, Cold/Heat (due to retreats, travel, or camping), and Noise/Vibrations.</p> <p>Work Hours: Monday-Friday (40 hours/week)</p>
<p><i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i></p> <p>Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.</p>	