

Revised Vacancy Announcement

Program Coordinator II (Distance Teacher Education Program Recruitment and Retention Specialist)

Department: Division of Education/Early Childhood

Position: Full Time, 12 month position, full benefits package

Wage: \$16.00 per hour

Union Affiliation: FOCUS-MFPE

Posting Date: March 2022

Description

The Division of Education is seeking a Distance Teacher Education Program (TEP) Recruitment and Retention Specialist, to increase and support enrollment within the distance programs in Education. The Distance TEP Recruitment and Retention Specialist will work with the Early Childhood Program Chair and the Education Division Chair to create and implement a recruiting and retention plan for distance students. It is expected that enrollment of distance students within the TEP will increase as a result of the work efforts of the Distance TEP Recruitment and Retention Specialist. The Distance TEP Recruiting and Retention Specialist will support the Early Childhood Distance Program and students (approximately 75% of FTE) and support Post Baccalaureate Distance students across all Education programs (approximately 25% of FTE). This position is customer service based, serving approximately 250 students, coordinating with education faculty and UMW campus offices, and partnering with community agencies.

Duties

- Along with the Early Childhood Chair and Education Division Chair, co-develop short-term and long-term recruiting and retention plans for distance TEP students.
- Implement short-term and long-term recruiting and retention plans for distance TEP students.
- Recruit post-baccalaureate and early childhood certificate and degree-seeking students using a variety of recruitment strategies such as working closely with the UMW Outreach Office, holding community-based recruiting meetings, working closely with community agencies that serve childcare providers and potential UMW students, foster and build relationships with TEP 2-year college partners and 2-year college students, recruiting and visiting Head Start, Early Head Start and community childcare programs, building relationships with school districts and teachers.
- Build and maintain partnerships with Montana Head Start, Early Head Start, and Child Care programs to support recruitment and lab placements.
- Increase enrollment in TEP distance programs through recruiting.
- Building and maintaining The University of Montana Western statewide presence through retention, recruitment, and partnerships.
- Act as a liaison and maintain effective working relationships with a variety of constituencies.
- Increase retention of TEP distance students by offering coaching, support, resources, and problem solving when students need extra support.
- Support current distance students in need of connection with campus resources to support retention.
- Work with Early Childhood Education faculty advisors to track current distance students; along with faculty advisors, contact students who do not enroll in classes to offer support.
- Along with faculty advisors, contact early childhood distance students who fail to engage in classes and are at risk of not passing. Offer support and problem solving.
- Maintain contact and offer regular support to high-risk early childhood education students as requested by the Faculty Review and Support Committee and by the Early Childhood Education Chair and Education Division Chair.
- Attend to detail and communicate clearly with the Early Childhood Program team and Education Division.
- Participate in Education Division and Early Childhood Program and Instructors' meetings.

- Position requires in-state travel a minimum of monthly and as indicated in short-term and long-term recruiting and retention plans.

Qualifications

- Minimum of a bachelor's degree in education or related field required.
- Experience/background in Early Childhood or related educational field preferred.
- Positive affect and professional disposition.
- Employ strong interpersonal skills for working with a diverse group of individuals and campus offices on a day-to-day basis.
- Ability to problem-solve, resolve conflicts, and facilitate resolution of issues that arise.
- Excellent oral, written, and editing skills.
- Strong technology skills.
- Work effectively under pressure and maintain a pleasant attitude.
- Perform duties and responsibilities with minimal direct supervision.
- Proven ability to maintain confidentiality, handle sensitive issues, and make sound decisions using good judgement, tact, and sensitivity.
- Valid driver's license.

Application

To apply, please complete a State of Montana Job Application and a letter of application specifically addressing the qualifications and duties described above. Finalists for this position may be subject to a criminal background investigation. Also include the names, addresses, and phone numbers of three (3) professional references. Submit application materials to:

Patricia Lake, Personnel Officer
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725
patricia.lake@umwestern.edu

For additional information contact Jen Gilliard @ 406-683-7177 or by email @ jen.gilliard@umwestern.edu. Review of applications will begin immediately and continue until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.