**Job Title:** Coord CAMP Outreach/Recruit  
**Position Number:** 1346  
**Pay Type:** Salaried/Exempt  
**Department Name:** Division of Multicultural Affairs  
**Grade:** 15  

**General Summary**
Manages and oversees recruitment and outreach activities for the College Assistance Migrant Program (CAMP), serving as its liaison with students, parents, and other interested parties.

**Major Duties:**
- Develops and implements marketing strategies to recruit migrant and seasonal farmworker students to WMU.
- Advises students and parents and provides them with information regarding academic programs and WMU in general.
- Oversees the admissions process from inquiry to enrollment. Implements admissions policies and procedures.
- Works as part of a team that reviews and evaluates applications and makes admission decisions for beginning students. Communicate with students, parents, high school counselors and other WMU staff regarding admissions decisions.
- Oversees host parent component and coordinates advisory board meetings.
- Maintains participants' records and collects data necessary for all reports and evaluation.

**Minimum Qualifications:**
- Bachelor’s degree in a relevant field.
- One year of experience working with educational programs for migrant students and/or community involvement programs.
- Fluent bilingual/bicultural (English/Spanish) skills.
- Some experience with advising.
- Familiarity with education issues in a targeted population.
- Ability to travel for recruitment activities and work evening and weekend programming/activities.
- Strong, communication, interpersonal and oral presentation skills.
- Valid driver’s license.

**Desired Qualifications:**
- Experience in working with or similar background as migrant and seasonal farmworker community.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Revised: 08/12