

Director of Outreach & Recruitment
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=259753>

Downloaded On: Jul. 17, 2025 1:19pm

Posted Jul. 16, 2025, set to expire Aug. 4, 2025

Job Title	Director of Outreach & Recruitment
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jul. 16, 2025
Application Deadline	08/04/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Admissions/Student Records/Registrar Communications/Public Relations
Apply Online Here	https://apptrkr.com/6381254
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Job Description	

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Director of Outreach & Recruitment

Closing Date: 08/04/2025

Definition:

Applicants with experience working in a dynamic environment and who understand the value of serving a diverse student population are encouraged to apply to the Director of Outreach position.

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West Valley College is part of the West Valley-Mission Community College District. Designated as a Hispanic Serving Institution, West Valley College enrolls approximately 15,000 students annually and is in the heart of the Silicon Valley in a beautiful park-like setting on 143 wooded acres. The student population represents diverse communities serving the cities of Saratoga, Campbell, and Los Gatos. Detailed information about the student population, including data related to student success, can be found on the [**Office of Institutional Effectiveness and Research**](#) webpage.

Reporting directly to the Vice President of Strategy and Equity, the Director of Outreach will lead efforts to connect with and recruit prospective students, enhance student engagement, and foster community partnerships. This role involves developing and implementing outreach strategies, coordinating recruitment events, new student engagement, international support, and managing related programs and staff. The director also plays a key role in building relationships with community organizations, businesses, and schools, it involves building and maintaining relationships, planning and executing outreach campaigns, and evaluating the effectiveness of engagement efforts. Strong communication, interpersonal, and leadership skills are essential.

The Director of Outreach collaborates closely with strategy and equity team members, managers, faculty, and classified professionals to foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit and college.

We are seeking a proactive and visible, collaborative, data-informed, knowledgeable leader who thrives in a fast-paced and innovative environment. West Valley College is ranked number one in transfer in Silicon Valley and the Bay Area and number three in California out of 116 community colleges. The college is known for high quality academic programs and faculty, dedicated classified professionals, and an equity-minded approach to student success. West Valley College inspires students to create a future for themselves so they can contribute to a world in need of their talents, drive, and enthusiasm.

West Valley College is committed to addressing inequities and injustices, both societal and institutional, and so recognizes that institutions of higher education have colluded, harmed, and remained complacent in upholding aspects of white supremacy, ableism, patriarchy, and other systems of oppression. The West Valley College community is committed to long-term equity, social justice, and racial justice work which will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will act with courage, grace, and humility in fulfilling our commitment to learning and unlearning.

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Assignment:

This is an academic administrator position with an anticipated start date of September 2025. This is an exempt, management position and is not subject to overtime.

Salary and Benefits:

Salary:

- Anticipated Hiring Range: \$154,813 - \$164,877 annually (Administrative Salary Schedule, Range 15, Steps A-C).

Benefits include:

- Additional compensation: \$2,000 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Professional development and renewal leave.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalSTRS retirement.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

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- Five years of increasingly responsible professional experience related to area of assignment, including one year of supervisory responsibility.

Education:

- Equivalent to a Bachelors degree from an accredited college or university with major course work in a field related to area of assignment.

License and Certificate

- May need to possess an appropriate, valid California drivers license as required by the position.

Desired Qualification:

The candidates application will provide evidence of the following:

- Prior experience working in the education sector.
- A masters degree in an academic discipline.
- Two years of progressively responsible work experience in the coordination of student services, student outreach, or school relations.
- Ability to evaluate and assess services to determine institutional resources needed to achieve programmatic excellence.
- A well-informed leadership philosophy and demonstrated listening and written communication skills.
- Demonstrated experience as a leader in implementing diversity, equity, and social justice actions.
- Demonstrated experience in leading international student program outreach, including onboarding and recruitment of international students.
- Experience working collaboratively with campus community stakeholders in a participatory governance environment, such as refocusing the Education Master Plan, refining Guided Pathways framework, elevating the voice of Associated Students, expanding the Caring Campus model, and integrating the Institutional Equity Plan.

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Knowledge and Abilities:

Knowledge of:

- Principles and practices of educational program management.
- Pertinent local, state, and federal rules, regulations and laws.
- Principles and practices of grant and contract management.
- Mission, organization, and policies of community colleges.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.
- For position in Health Workforce Initiative, current teaching and learning methods, and curriculum development.

Ability to:

- Organize, implement, and direct operations, activities and staff of assigned program.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain pertinent program mandates and requirements, and department policies and procedures.
- Market program services to students and outside organizations.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Supervise, train and evaluate staff.
- Hire, contract, plan, and direct the activities of outside contractors.
- Interpret and apply relevant federal, state, county, and district rules, regulations, laws, and ordinances.
- Liaison and work effectively with representatives from outside agencies, other community college districts, and/or legislative bodies.

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- Prepare and deliver studies, assessments, articles, outreach presentations, and/or technical training as necessary.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing. Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and the ability to travel.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Administer, develop, organize, coordinate, implement and supervise the operations and activities of an assigned program.
- Evaluate operations and activities of assigned program; implement improvements and modifications; collect and compile data and prepare various reports on operations and activities.
- Lead and manage budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures; assure compliance with expenditure guidelines.
- Consult with faculty and administrators to assist in improved delivery of program services to students.
- Contact, coordinate and liaison with outside agencies and organizations related to the program.
- Represent the department at outside events and activities related to the program; serve on district and community boards and committees as needed.
- Plan, develop and oversee the work of technical and clerical staff involved in program support.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Recruit, hire, orient, contract, and schedule contract employees and/or instructors.
- Locate funding sources and author grant applications; manage grant reporting requirements and projects funded through grants.
- Conduct needs assessments of target populations; develop program curriculum, workshops and

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training as appropriate.

- Develop and implement program marketing strategies; design and produce marketing materials.
- When assigned to Health Workforce Initiative, function as Deputy Sector Navigator (DSN) for bay area region.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform related duties as assigned.

Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

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TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: Careers@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The district may choose to re-advertise or indefinitely delay filling a position. Some positions

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may include first and second level interviews.

- The district reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The district does not provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-286FT

Open Date: 07/11/2025

Close Date: 08/04/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

West Valley-Mission Community College District

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