

Workforce Recruitment Manager Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=262173>

Downloaded On: Sep. 9, 2025 12:10am

Posted Sep. 8, 2025, set to expire Sep. 16, 2025

Job Title Workforce Recruitment Manager
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Sep. 8, 2025

Application Deadline 09/16/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources

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Job Description

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Workforce Recruitment Manager

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Multicultural Service/Outreach

Salary Range: \$61,409 - \$69,418

Starting salary for this position is: \$61,409 (Annually)

The salary range represents the earning potential for this position, through training, evaluations

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and years spent working in this position with Spokane Colleges.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 09/16/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Workforce Recruitment Manager

JOB SUMMARY

Under the general supervision of the Student Recruitment Manager, the Workforce Recruitment Manager serves as part of a recruitment and outreach team with a special focus on building relationships with organizations and agencies in our service region who focus on retraining adults (e.g., WorkSource, YWCA, etc.). The Outreach team is a dynamic and dedicated team that brings awareness to the community on all the options available at Spokane Community College (SCC). This position assists with providing the first steps for potential students and members of the community in pursuing their education and career goals by representing and promoting SCC programs, trainings, and services.

This position will manage the development and implementation of targeted student recruitment and outreach designed to meet the enrollment goals in targeted geographic areas and specific student populations. A flexible working schedule is required as the position will require evening and weekend work. Responsibilities include extensive involvement with students, staff, faculty, the public and/or partner institutions in carrying out program activities, as well as coordinating, scheduling, and monitoring program activities to determine consistency with program goals. Familiarity with Workforce funding types for Washington State eligibility and funding guidelines for perspective students and sharing that information with partners and potential students.

DUTIES AND RESPONSIBILITIES

- Promote SCC programs with outside organizations, maintaining a professional attitude, utilizing a wide variety of communication mediums, including but not limited to - deliver workshops and

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informational seminars; attend meetings/conferences/job fairs as the SCC program representative; develop and provide updates on program related topics. *

- Provide, execute, and maintain impactful comprehensive digital recruitment and retention communication plans for prospective students both in traditional formats and using our customer relationship management (CRM) platform, continuously evaluating, and optimizing for results. *
- Work with college stakeholders to create communication automation strategies that enhance SCC communication and marketing plans to help achieve enrollment and retention goals. *
- Work directly with identified community organizations supporting the target populations. *
- Act as a program liaison and provide consultation and client services to prospective SCC students, unemployed and employed workers, affiliates of WorkSource Spokane, state and community agencies, and members of the business community. *
- Provide direct outreach support and one-on-one enrollment steps appointments with prospective students, as needed, to support them through the process of becoming a student at SCC. *
- Input Spokane Colleges Area WorkForce Innovation Opportunity Act (WIOA) grant participant data and extract management reports. Track workforce participant data using the share-drive, or Customer Relationship Management (CRM), and extract management reports from database. *
- Coordinate processes and create the associated written and/or electronic materials needed to meet program need, ensuring work is completed in a timely manner. Create and maintain accurate records and databases. Produce accurate, timely, and complete reports as requested. Including tracking statistics, generate weekly, monthly, and annual reports*
- Assess program and client need within established program parameters; understand and articulate Workforce funding resources and services available in Washington State; e.g., Worker Retaining, WorkFirst, BFET, Opportunity Grants and WIOA. *
- Maintain reporting/dashboards for all campaigns that will be used to evaluate optimizations, as well as report out to the team, other campus units, and college leadership. *
- Provide general program information to prospective students, informing them of program content, requirements, prerequisites, and other associated policies and procedures (includes participation in on and off campus college/career fairs). *
- Make public presentations on/off campus regarding SCC programs, admission requirements and procedures, and campus visit programs. *
- Serves as liaison to WorkSource, YWCA, and supporting agencies within Washington. *
- Coordinate the collection of student data for CTEDS reports and other Perkins indicators. *
- Assist with special events designed to introduce potential students, parents, teachers, counselors, and interested others to SCC on/off campus. *
- Assist Student Recruitment Manager with building and implementing annual communication and recruitment calendar. Assist in recruitment campaigns including email, phone, and social media, along with other projects as assigned. *

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- Maintain and organize marketing and recruitment materials. *
- Monitor activities in relation to established goals; within established program parameters, determine variance from standards developed.
- Participate in appropriate campus committees, organizations, and groups as assigned.
- Model professional decorum and mutual respect in all personal interactions.
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate's degree from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- One or more years of outreach, recruitment, or related experience
- Effective interpersonal skills with an ability to establish strong relationships and partnerships.
- Knowledge of admission and enrollment processes, cycles, and services.

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- Decisiveness, flexibility and the ability to work in a fast-paced environment of growth and change.
- Excellent communication skills and the ability to present in front of groups, work well with others and function as a team member.
- Exceptional customer service skills.
- Effective organizational skills, ability to work independently, prioritize multiple tasks and manage competing priorities and demands.
- Advanced knowledge of computers and spreadsheets, database, and word processing software.
- Excellent oral and written communication skills.
- Ability to multitask and work in a fast-paced environment.
- Commitment to a working environment that values a diverse academic environment, inclusive of students, faculty, and staff of diverse cultural, socioeconomic, and educational backgrounds.

DESIRED QUALIFICATIONS

- Bachelor's degree or higher from an accredited institution.
- Two or more years of outreach or recruitment experience.
- Experience using a Customer Relationship Management (CRM) system.
- Knowledge of, or experience with, web-based student management systems (i.e. PeopleSoft, ETO, STARS, eJAZ, etc.).
- Knowledge of policies and procedures related to admissions, registration, financial aid, counseling, as well as career and technical education initiatives.
- Knowledge of programs of study and services offered at SFCC and SCC.
- Experience building partnerships with outside organizations and/or educational institutions.

PHYSICAL REQUIREMENTS

- Work requires long periods of standing and walking.
- Work is equally performed in indoor temperature-controlled office environment, and outdoor uncontrolled elements.
- Work is sedentary and active in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally.

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- Frequent repetitive hand/wrist motions and finger manipulation.
- Occasional to frequent change in position from sedentary, standing, stooping and moving.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Requires local and regional travel.
- Criminal background check is required.
- May be required to work alternate shift, including nights and weekends.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

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Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or

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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/workforce-recruitment-manager-spokane-washington-united-states>

Contact Information

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

Contact

Staff

Community Colleges of Spokane

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