



JOB DESCRIPTION- ARDMORE OUTREACH COORDINATOR

General Description/Primary Purpose:

Under the direction of the Vice President of the Ardmore Campus, the Ardmore Community Outreach Coordinator will plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for Murray State College. The Outreach Coordinator connects with the broader community by cultivating relationships with businesses, individuals, and other relevant organizations. The Ardmore Community Outreach Coordinator will represent Murray State College and work with the administration to develop and implement initiatives that increase company visibility within the Ardmore community.

Classification: Full-time Staff

Salary: Salary Commensurate with experience and qualifications, plus full fringe benefits.

Appointment: 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at Murray State College will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with a low cost of living and numerous natural attractions offering fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, Murray State College offers the best of both worlds: small-town life with access to big-city offerings.

Job Functions:

1. Engage in community outreach to build strong partnerships with businesses/industries and increase awareness of the college's programs and services in the Ardmore community.
2. Develop, improve, and cultivate internal and external relationships in the Ardmore area.
3. Create an annual outreach plan for the Ardmore area.

4. Maintain a calendar of outreach activities, including Ardmore area community events, workshops, appearances, and other communication opportunities.
5. Prepare an annual budget for Ardmore community outreach activities.
6. Attend and represent Murray State College at relevant community meetings; participate in relevant councils, committees, and boards.
7. Schedule outreach presentations in the Ardmore community and communicate with staff regarding coverage and responsibilities.
8. Coordinate with the PIO to create and publish social media content to market the Ardmore Campus on all platforms.
9. Communicate the needs of the Ardmore area workforce to the Academic Affairs Office and faculty.
10. Work closely with Ardmore area business/industry, educational institutions, and other external entities to support workforce and/or program alignment initiatives and communicate those needs to the Academic Affairs Office and Academic Program Chairs.
11. Assist the AVP of External Affairs with research and create data reports for the Oklahoma Workforce or other entities.
12. Communicate with Career Services and faculty about available student internships or employment in the Ardmore area.
13. Research and identify public and private funding sources in the Ardmore area that are compatible with the purpose and goals of the institution and assist the AVP of External Affairs with grant coordination concerning Murray State College as needed.
14. Assist with Murray State College events in the Ardmore area and coordinate appreciation activities such as holiday baskets/gifts; donor/partner/volunteer appreciation activities.
15. Have a passion for being a part of a team-oriented, mission-driven, academic culture.
16. Perform duties as assigned by the VP of Ardmore Campus.
17. Before or upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C, and IS-700.B, through the Department of Homeland Security as directed by the MSC administrative staff and campus police.

Required Knowledge, Skills, and Abilities:

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the job's essential functions, with or without reasonable accommodations, using some other combination of skills and abilities.

- Requires excellent written, verbal, and interpersonal communication skills.
- Requires a self-motivated, enthusiastic, and community-driven person with a positive attitude and readiness to be a team player.
- Requires demonstrated organizational skills that foster teamwork and build collaborative relationships.
- Requires demonstrated project management skills.
- Detail-oriented with the ability to manage multiple projects at a time.

Hours:

Generally, weekday hours (Monday through Thursday) will be 8:00 a.m. to 6:00 p.m and Friday hours will be 8:00 a.m. to noon. However, occasional early morning, evening, and weekend hours may be necessary.

Qualification Standards:

1. **Minimum Educational Qualifications:** Bachelor's degree in Business Administration, Communication, Workforce Development, Economic Development, or other related areas.and/or other combination of education and experience required. Valid Driver's License is required.
2. **Preferred Experience:** Prefer 3 years' experience in project management experiences with employers, workforce organizations, communication, non-profits, and/or economic development groups.
3. **Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must be permitted to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of Application
2. Resume
3. Three (3) letters of employment recommendation or college placement file.
4. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
5. Murray State College employment application.

Submit to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 118
Tishomingo, OK 73460
humanresources@mscok.edu

Application Deadline:

Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.