



## Urban College of Boston Federal Work-Study Job Description

Job Title (not abbreviated):	Enrollment Outreach Assistant
Department:	Enrollment
Reports To:	Allison Matthews, Dean of Enrollment
Supervision:	Allison Matthews, Dean of Enrollment
Hours:	4 hours/week (15 weeks)
Date Created/Revised:	8/29/18
Incumbent:	N/A – new position

### **General Description:**

This position will help the Enrollment Department raise community awareness about UCB. This person will help the Enrollment Department with outreach, including participating in off-campus site visits and other publicity efforts.

### **Specific Duties and Responsibilities:**

- Help plan, organize, and lead outreach visits at local schools, community centers, and organizations.
- Prepare folders of information for outreach efforts.
- Follow-up when individuals express interest in learning more about Urban College.
- Support the Enrollment Department's efforts to increase community knowledge about UCB.

### **Requirements:**

- Have a desire to share your experience at UCB and recruit new students to the college.
- Excellent writing and communication skills.
- Comfort speaking one-on-one and in groups.

### **Education / Training:**

- Minimum of High School Diploma or equivalent credential.
- Must be enrolled in at least two UCB courses and maintain a C average or above.
- Must have completed at least one semester at UCB prior to the start of this position.