



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800 · Fax (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C23-047

V-19-04

TITLE: Recruiter – Alaska Technical Center

QUALIFICATIONS:

1. High School graduate with postsecondary education/training. Bachelor's degree preferred.
2. Extensive experience in working and living in a cross-cultural, rural Alaskan environment.
3. Successful experience in administration: must have supervisory experience.
4. Strong organizational skills, ability to prioritize and meet deadlines.
5. Demonstrated ability to communicate effectively in written and oral forms.
6. Knowledge of post-secondary training and educational opportunities.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Alaska Technical Center

JOB GOAL: To support the director in providing training and education for students through classroom instruction, on-the-job work experience, employability skills and job placement assistance. Promote the Technical Center programs statewide.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

1. Actively promotes and recruit students for ATC programs.
2. Travels in region and statewide as directed for recruitment purposes.
3. Provides vocational guidance to students.
4. Plans, presents, and oversees orientation for students.
5. Remains up to date on the job market, changing job entry skill requirements and changing technologies in business and industry.
6. Promotes ATC programs to industry and seeks information regarding employer's job requirements.
7. In charge of ATC team for placement and tracking of graduates.
8. Collaborates to implement work-ready certification program.
9. Updates and publishes ATC catalogue.
10. Support Registrar in maintaining current scholarship information.
11. Collaborates with Registrar to ensure that individual student financial needs are met.
12. Assists in recruitment and recommendation for hiring of appropriate personnel.
13. Assists the Director and Assistant Director in the development of ATC's programs.
14. Attends staff meetings and serves on staff committees as required.
15. Prepares or supervises the preparation of reports and records as directed.
16. Collaborates with the Registrar on the maintenance of accurate records on the student progress and attendance.
17. Effectively communicates with the public, students and stakeholders as directed.
18. Complies with building and district policy.
19. Other duties as assigned by supervisor.

LENGTH OF POSITION: 7.5 hours per day, 220 days per school year

SALARY: Range 9 / Step 01, \$ 394.54 per day

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy.

TERMS OF EMPLOYMENT: Salary and work year to be established by the NWABSD Board of Education.

APPLICATION PROCEDURES:

District Employees must submit to the Human Resources Department: request for transfer form, list of work experience and letter of recommendation from current supervisor.

Other Applicants must submit the following items to the human resources department: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

**APPLICANTS ALREADY ON FILE MUST SUBMIT
A LETTER EXPRESSING INTEREST IN THE POSITION**

**ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION**

DATE ANNOUNCED September 12, 2022
DATE CLOSING Open Until Filled

***AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED***

