## WEF POSITION ANNOUNCEMENT

Position: Executive Director of Wisconsin Education Fairs, Inc.

Application Deadline: For priority consideration apply by **April 15, 2019.** Review of applications will begin immediately and will continue until the position is filled. Expected start date will be May 15, 2019.

Qualifications: Successful candidate should be employed by an accredited educational institution in some aspect of admissions or student recruitment. Candidate may also be a retired school counselor or student services coordinator from an accredited educational institution. Highly desirable skills include: extensive organizational skills and leadership, computer knowledge, budgeting, problem solving skills along with strong interpersonal and communication skills.

Duties: \*Coordinate the Wisconsin Education Fair programs serving over 20,000 students.

 \*Work closely with the executive board and preside over 2 annual board meetings.

 \* Monthly communication with the executive board is expected.

 \*Must attend fairs and oversee site coordinators at half of the fair locations throughout Wisconsin in the fall and spring.

 \*Must attend annual site coordinator meeting for purposes of training and disseminating information.

 \*Work closely with high school counselors, Department of Public Instruction, financial aid administrators, college admissions officers, and military recruiters to provide accurate, timely information to individuals seeking postsecondary education opportunities.

 \*Maintain all legal documents/records for organizational revenue and expenses.

 \*Maintain database and coordinate annual mailings.

 \*Coordinate postcard mailing project for all fair sites.

 \* Work closely with College Fair Automation and scanner process.

 \*Facilitate WEF information dissemination at the WI School Counselor Assoc. Conference as well as work closely with other WI partner associations.

 \*Look for innovative ways to improve the experience at the WEF fairs by using forward thinking and understanding the needs of today’s students and schools.

 \*Responsible for maintaining the WEF website to ensure accuracy and appropriate content in partnership with our website vendor.

Time commitment: Approximately 8-10 hours per week. During peak planning, additional time may be required.

Salary: Annual stipend $13,000-$17,000 commensurate with experience with potential for annual bonuses based on performance.

Application: Send resume, letter of application, letter of institutional support from immediate supervisor, and two references to:

 Jennifer L. Machacek

 Ripon College

 Vice President for Enrollment

 300 West Seward Street

 Ripon, WI 54971

 For more information and a detailed list of monthly responsibilities, please contact Jennifer at 920-748-8185 or e-mail: machacekj@ripon.edu