

COLLEGE UNBOUND

Title: Admissions and Community Ambassador - Seattle, WA
Location: The Greater Puget Sound Region, Washington
Status: Part-Time
Rate: \$25.00 - \$30.00 based on qualifications

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary: College Unbound, an accredited college dedicated to reinventing higher education for underrepresented returning adult learners, is seeking an Admissions Advisor and Community Ambassador in the Greater Puget Sound Region of Washington. This role is responsible for recruiting prospective students, guiding them through the admissions process, and supporting their transition to college. A key focus of this position is engaging with early childhood education centers, as at least 50% of applicants in the coming year will come from partnerships with these organizations. While it is not a requirement of the position, candidates with a familiarity with early childhood education are strongly encouraged to apply.

The Admissions and Community Ambassador will conduct recruitment sessions, organize open houses, and maintain detailed records of prospective students. This role also involves representing College Unbound at community events, distributing marketing materials, and delivering presentations about the College's innovative educational model. Additionally, the Ambassador will collaborate with the Assistant Vice President of Community and Belonging to build relationships with local organizations through community engagement.

Primary Duties and Responsibilities:

- Represent College Unbound (CU) to targeted groups, organizations, and educational institutions, with a focus on early childhood education centers.
- Develop and execute outreach programs and marketing strategies to support recruitment efforts.
- Implement and coordinate CU's student recruitment and enrollment management initiatives.
- Provide advising to prospective students, particularly those with early childhood education backgrounds.
- Organize and participate in recruitment fairs, conferences, and community outreach events, ensuring that event logistics, materials, and presentations align with CU's mission.

- Track and report on recruitment activities, open houses, and outreach events.
- Respond to inquiries from students, community agencies, and partner organizations.
- Develop recruitment packages and maintain an inventory of outreach materials.
- Attend meetings and professional development training to enhance recruitment efforts.
- Support the Admissions and Community Ambassador network by providing coverage during absences.
- Perform other duties as needed or assigned.

Required Qualifications:

- Bachelor's degree or an equivalent combination of experience and education.
- Familiarity with student recruitment, admissions, or a related field.
- Strong communication skills, including the ability to develop and deliver presentations and effectively represent the College in a range of settings.
- Excellent interpersonal and relationship-building skills.
- Demonstrated attention to detail, excellent organizational and time management skills, and the ability to plan and prioritize work.
- Demonstrated ability to take initiative and work independently.
- Demonstrated ability to work effectively with a diverse population of prospective and current students, staff, faculty, and external partners.
- Ability to work beyond traditional business hours, including some evenings and weekends, as needed.

Preferred Qualifications:

- Master's degree in student affairs, higher education, education, or related fields.
- Experience working within college admissions/recruitment.
- Experience working with adult learners.
- Knowledge of College Unbound's educational model.

Application Instructions:

Applicants should submit a cover letter and resume to jobapplications@collegeunbound.edu with “**Admissions and Community Ambassador (WA)**” in the subject line or apply directly on Indeed or [Idealist](#). Review of applications will begin immediately.