Job Description
The Statewide Recruiter and Coordinator will assist the HEP Associate Director in the effective and efficient operation of HEP Statewide. This includes the identification and recruitment of eligible students, implementing the operation plan, support the students after they obtain a High School Equivalency Diploma, and manage the group of students assigned. This is a 20 to 25 hours, $18.00 an hour, 9-month, temporary position including evening and weekend hours.

Duties and Responsibilities
Coordinates, implements, and conducts the identification and recruitment of eligible students to assure MSU HEP has the required number of participants each year. Serves migrant/seasonal farmworker participants admitted to MSU HEP and provides academic and career advising in order to enhance students’ success, and the placement of students upon exiting HEP.

- Ensure adequate access to instruction location site or from student’s home
- Maintain accurate records of student attendance, comprehend MSU HEP programming, act as representative of assigned area
- Implement strategies for identifying and recruiting students in the area eligible from federal requirements
- Gather and manage information of potential and actual participants, includes proctoring test processes
- Support HEP students for placement after obtaining their High School Equivalency Diploma by mentoring and facilitating network with local agencies and workplaces
- Assist in assuring that program goals and objectives are being met
- Effectively communicate with supervisor and other MSU HEP staff, partners, and other professionals as well as potential and actual participants
- Timely submission of payroll timesheets on a weekly basis
- Other duties as assigned by MSU HEP Instructors & Associate Director

Required Qualifications
- Bachelor’s degree in education, social work, or demonstrated equivalent experience in related field
- Experience working with migrant/seasonal farmworker students, knowledge of their values and belief systems, their educational issues and ability to provide culturally relevant services
- Excellent knowledge and experience using email, web-based communication, and Microsoft applications
- Ability to structure work assignments to produce maximum quality and quantity with minimal supervision
- Ability to work with instructors, staff, and administrators
- Valid driver’s license and ability to drive required
- Ability to read, write and communicate fluently in English and Spanish

Other Desired Qualifications
- Experience working with Federal programs preferred
- Experience in academic advising desired
- Ability to organize, prioritize, maintain confidentiality, and foster a team environment

Special Requirements
Subject to a criminal background check prior to employment.

TO APPLY: Please email your resume and cover letter to Ingrid Aguayo-Fuentealba, aguayofu@msu.edu

**The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify the duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.**