

### | POSITION

Recruitment and Student Outreach Coordinator

### | VISION

This is not a typical job posting. This is not a role for someone who wants to sit behind a desk and send emails.

This is a role for someone who can walk into a room full of students and change how they see their future. Someone who can take a 10th grader who's unsure about what's next and help them see possibility. Someone who can connect with a parent, a teacher, a counselor, a community member and leave them saying: "That's exactly where my student needs to be."

At Butler Tech, we don't just recruit students. We ignite direction. We build belief. We transform lives.

The Recruitment & Student Outreach Coordinator leads the front line of how students experience Butler Tech before they ever walk into a classroom. You will:

- Create energy around opportunity
- Build relationships that matter
- Help students see pathways they didn't know existed
- Turn curiosity into commitment

From the first conversation...to the first day...you are part of the story.

### | GENERAL DESCRIPTION

The Recruitment and Student Outreach Coordinator is responsible for leading student-facing recruitment, engagement, and outreach efforts that promote awareness of Butler Tech programs and support prospective students through career and program exploration. This role focuses on building strong relationships with students, families, associate schools, and community partners to strengthen enrollment pipelines and ensure a welcoming and informed entry experience.

The Coordinator executes districtwide recruitment events, supports student tours, maintains communication with prospective students, and helps ensure consistent outreach practices across campuses and satellite programs. This position plays a key role in representing Butler Tech in the community and supporting students from initial interest through early onboarding.

### | QUALIFICATIONS

- Minimum of bachelor's degree in education, public relations, communications, marketing, business, or related field;
- Prior work experience in recruitment, student engagement, marketing, public relations, or education preferred;
- Experience coordinating events, outreach activities, or student programs preferred;
- Ability to relate to, communicate well with, and motivate student audience;
- Strong public speaking and presentation skills with the ability to engage small, medium, and large groups;
- Demonstrated organizational, communication, and problem solving skills;
- Effective and demonstrated ability to manage multiple projects and meet deadlines;
- Valid drivers' license, reliable transportation, and vehicle insurance;
- History of strong work record, including good job attendance, and acceptable criminal record.

STARTING DATE	July 2026 with the option of additional paid days in May and/or June
LOCATION	Central Office
SALARY	\$75,084 – 97,590 with placement based on experience
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement
WORK YEAR	185 days - 7.5 hours/day
DEADLINE	Internal: April 6, 2026; External: Until Filled
APPLY TO	<a href="#">Butler Tech Careers</a>

Butler Tech is an equal opportunity employer. Applications will be accepted without regard to age, race, color, national origin, sex, religion, military status, genetic information, or disability. The regulations of Title VI, Title VII, the Equal Pay Act, the Americans with Disabilities Act, Title IX and other applicable state and federal laws are followed. (If you need an accommodation to interview, contact Human Resources.)