

Coordinator of Marketing and Financial Aid Services

Grand River Technical School is seeking applications for a Coordinator of Marketing and Financial Aid Services for the 2019-20 school year. Interested candidates should have knowledge of career and technical education; excellent rapport with students, staff, and community; and possess exceptional skills in communication, organization, financial record keeping and technology. At least 60 college credit hours, along with a minimum of 3-5 years' related work experience, is required. Responsibilities include but are not limited to recruitment, enrollment and placement; remaining current on industry trends; assisting with marketing and social media presence; counseling and advising students on financial aid benefits; conducting financial aid workshops; and processing financial aid for all GRTS students. Additional details may be obtained by emailing Director Jayme Caughron at jcaughron@grts.org.

Interested candidates should submit a file that includes a completed non-certified application, letter of application, resume, and 2 letters of reference to Director Jayme Caughron, Grand River Technical School, 1200 Fair, Chillicothe, MO 64601. Review of completed applications begins February 18, 2019. E.O.E.