

Career-Technical Education (CTE) Student Outreach
Specialist
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=268314>

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Posted Nov. 13, 2025, set to expire Mar. 14, 2026

Job Title	Career-Technical Education (CTE) Student Outreach Specialist
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Nov. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other Administration - Undergraduate Education Administration - Student Affairs
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Job Description	

Posting Details

Position Information

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Position Title: Career-Technical Education (CTE) Student Outreach Specialist

Requisition Number: SCA00860

General Description

As part of Non-Credit & CTE Recruitment, the Career Technical Education (CTE) Student Outreach Specialist represent the College at local off-campus outreach events specifically for students taking part in career-technical programs at local high schools and for potential students who have earned some college credits but did not complete a degree. Reporting to the Director of Non-Credit & CTE Recruitment, the CTE Outreach Specialist supports the enrollment goals of the College by attending events targeted to diverse groups of potential students. They will provide information about earning credit for high school career-technical programs of study and referring prospective students to appropriate College resources. They will also provide information on CTE programs to “comebackers” to help them re-enroll at the College.

This is a temporary grant-funded position. Employment is based on the continuation of grant funding.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

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Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Work with local high schools with CTE (Career-Technical Education)/SOAR (Student Occupationally and Academically Ready) programs to encourage students to apply for the credits available to them at the College.
- Develop and implement direct outreach strategies to high schools with CTE/SOAR programs.
- Coordinate visits with high school administration for CTE programs, confirming event details and other logistics as needed to maximize results.
- Act as a resource for students and the school districts in preparing necessary CTE materials to earn credit upon enrollment at the College.
- Provide support to current CTE students to determine if credits are still available from their SOAR program, certifications, or via prior learning assessment (PLA).
- Build and maintain a database of current students from Philadelphia school district high schools with CTE programs.
- Contact students to review transcripts for opportunities to transfer in CTE credits and assist students with the necessary paperwork/processes.
- Collaborate with local agencies that support prospective students with some credit but no college degree ("comebackers"), with focus on CTE programs.
- Conduct outreach to prospective adult students interested in CTE programs.
- Act as a point-person in Admissions for non-traditional students inquiring about CTE programs.
- Provide accurate and complete information to prospective students and their families concerning the admissions process and related enrollment procedures.
- Communicate with prospective students, both individually and in group presentations.
- Travel to various off-campus events throughout the local area.
- Maintain contact with students throughout the enrollment process.
- Develop and implement strategies to track CTE student information/enrollment on College applications/in College systems.

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- Complete required reports and administrative forms, and maintain accurate record keeping of activities and contacts.
- Accurately document meetings with students (prospective and current) and resulting actions from such meetings.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree required. Any and all degrees must be from a recognized institutional accreditor.
- At least one (1) year of related work experience within higher education required.
- Demonstrated knowledge of college admission and enrollment processes required.
- Strong verbal, written and interpersonal communication skills required.
- Demonstrated problem solving and critical thinking skills required.
- Understanding of issues related to transferring credit from high school programs for college credit required.
- Demonstrated ability to deliver effective presentations to a diverse audience required.
- Demonstrated ability to deal with issues and concerns in a positive, confidential and constructive manner required.
- Understanding of student support services (e.g., admissions, enrollment) and student service issues required.
- Demonstrated proficiency using Microsoft Outlook, Word, and PowerPoint required.
- Ability to maintain a flexible schedule and work accurately in a fast paced, multi-tasked, deadline oriented environment required.
- Self-motivated with the ability to work/travel independently and establish priorities to achieve required goals and objectives required.
- Ability to carry or pull event materials up to 45 pounds is required.
- Ability to collaborate well with others required.
- Access to reliable transportation is required.
- Ability to work evenings and/or weekends is required.
- An understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college staff and students required.

Preferred Qualifications

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- Work with high schools and CTE (Career-Technical Education) programs preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 1

Min Salary/Hourly Rate: \$41,208

Max Salary/Hourly Rate: \$50,000

Job Posting Open Date: 09/11/2025

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Type of Position: Administrator - Temp

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

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(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have at least one year of related work within higher education?
 - Yes
 - No
5. * Do you have experience working with High Schools and CTE (Career-Technical Education) programs?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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