



Position Title:	Instructional, Recruitment and Transition Specialist		
Reports To:	Department Chairperson		
Department:	School of Community Education	Job Code:	0709
Prepared By/Date:	Silvia Vallin/06-18-2010	Job Group:	PENC
Approved By/Date:	Dr. Alberto Herrera/06-30-2010	Salary Grade:	12
Revised:	Jennifer C. Brito/08-23-2010	FLSA Status:	Exempt

Summary:

The Instructional, Recruitment and Transition Specialist is responsible for coordinating recruitment and retention activities of the adult education programs (ABE/GED and ESOL) and for meeting adult education retention, placement and transitioning goals. This individual is also responsible for coordinating the program offerings, creating classes, and managing the intake processes for adult education students.

Essential Duties and Responsibilities:

- Resolves student registration issues.
- Creates classes in the CASS system and makes appropriate updates.
- Searches for potential new instructors for the department.
- Organizes, maintains, and updates all departmental records pertaining to adult education students and instructors.
- Ensures that all system files meet audit requirements standards.
- Communicates information about adult education program requirements and schedules to other departments.
- Makes appropriate connections for students to learn about admission, registration, and enrollment in MDC credit programs.
- Secures student information and perform follow-up.
- Communicates with adult education students on a regular basis, both in person and by phone.
- Works closely with students to identify and refine educational and career goals and provide ongoing advisement to those students.
- Designs appropriate advertising materials, schedules speakers, work with job placement services, and attend related meetings.
- Contacts students with excessive absences.
- Maintains contact with current and past students in an effort to promote retention and educational continuity.
- Coordinates the annual graduation ceremony for ESOL students.
- Reviews instructor performance and complies teacher evaluation reports.
- May be required to teach ESOL classes.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Good oral and written communications skills
- Excellent customer service skills, excellent public relations, organizational, and decision-making skills
- Ability to work under strict deadlines
- Ability to work in a multi-ethnic, multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in an appropriate field and three (3) years related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name