



Position Title: Hospitality Recruitment & Training Advisor
Reports To: Department Chair
Department: Hospitality Institute's Restaurant Training Program
Prepared By/Date: Jennifer C. Brito/3-19-2009
Approved By/Date: Stephanie Etter/3-19-2009
Revised:

Job Code: 3615
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

The Hospitality Recruitment & Training Advisor is responsible for coordinating recruitment, retention, and training activities of the Hospitality Institute's Restaurant Training Program.

Essential Duties and Responsibilities:

- Advises, registers and provides career restaurant training and counseling for new and continuing students and resolves related issues
- Assists participants with certification process and helps them decide to pursue continued training and education into the School of Business Hospitality or Culinary degree programs
- Coordinates program training for national restaurant certification
- Secures participant information and performs follow-up and communicates with participants on a regular basis via in-person, telephone, mail and e-mail to resolve difficulties
- Meets with external organization to promote the Restaurant Training Program
- Develops and maintains electronic student database and tracks student progress
- Monitors student performance with other trainers and follows-up as needed in an effort to promote retention, training and educational opportunity
- Designs appropriate marketing materials to students and external organizations
- Assists students with career services and works closely with the Career Center
- Participates in various departmental, campus and college initiatives related to recruitment, retention and student success
- Perform other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of word processing, spreadsheet and database programs (Word, Excel and Access)
- Demonstrated working knowledge of College programs and procedures
- Demonstrated culinary skills in training and teaching
- Exceptional written and oral communication skills
- Ability to work independently with students, staff and external organizations and the general public
- Ability to maintain extensive contact with Campus faculty, students, student groups, and community residents.
- Ability to maintain confidentiality of all materials related to counseling with students and other personnel related files as dictated by College, state, and federal rules and regulations.
- Ability to manage time and organize multiple tasks.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

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 quiet.

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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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 Education, Psychology, Social Work or related field and three (3) years of experience in field or related area.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name