



<b>Position Title:</b>	Part-Time Recruiter		
<b>Reports To:</b>	Chair, Academic Programs		
<b>Department:</b>	College-wide	<b>Job Code:</b>	8134
<b>Prepared By/Date:</b>	Jennifer Brito/05-28-2010	<b>Job Group:</b>	N1-NIE
<b>Approved By/Date:</b>	College-wide	<b>Salary Grade:</b>	HI
<b>Revised:</b>	Donna French/10-04-2011	<b>FLSA Status:</b>	Exempt

### **Summary:**

This position is responsible for assisting with the planning, coordination and implementation of student recruitment activities and will represent the campus at its feeder public and private high schools, community-based organizations, faith-based organizations and businesses. Works as a team member of the Student Services Division, assisting with presentations, events, campus tours and advisement.

### **Essential Duties and Responsibilities:**

- Works with the Chair of Academic Programs in planning and organizing activities to generate leads for the recruitment of prospective students
- Visits businesses, churches and other organizations to develop prospective
- Collaborates and conducts college-wide recruitment initiatives with public and private high schools
- Interacts with high school personnel and coordinates visits to the campus
- Creates and maintains student databases
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Possess excellent organizational and multi-tasking skills
- Ability to demonstrate positive human relations skills
- Ability to drive and travel to and from office for recruitment activities
- Ability to work outdoors performing recruitment activities
- Possess strong communication skills
- Ability to work and communicate effectively in a multi-cultural environment
- Ability to work well 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.

The employee must occasionally lift and/or move up to 10 pounds.

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 with three (3) years of related experience

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name