



Position Title: Part-Time Recruitment/Advisor Specialist (BA Electronic Engineering Technology)

Job Code: 8311B

Grade: CT

Reports To: Department Chair

FLSA: Exempt

Job Description:

The Part-Time Recruitment /Advisor Specialist provide support to the Chairperson on issues affecting enrollment in the academic areas and needed advising support to students.

Duties & Responsibilities:

- Provides students advisement and counseling.
- Provides support with enrollment management, student referral, and recruitment of new students into Bachelor's program.
- Provides support for promotional brochures and pamphlets used as advertising materials
- Maintains direct contact with students, which includes meeting with individuals as well as small groups to build rapport, identify barriers to success, set goals, and develop action plans for academic success.
- Develop processes, programs, activities, or workshops to support student cohorts.
- Work with Academic Affairs to understand, monitor, and convey all aspects of curriculum, sequencing, academic status, and registration for students.
- Work closely with Academic Affairs regarding curriculum updates, scheduling, student concerns, and needs.
- Collaborate with faculty regarding student concerns, student progress, and course content.
- Support curricular involvement through referral, participation, and advertisement of available industry and graduate education opportunities for students.
- Participate and support all key departmental operations including tracking statistics, proper file documentation, departmental meetings, strategic planning, and program assessment.
- Understand and monitor institutional benchmarks and support all persistence endeavors.
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in Engineering or Engineering Technology from a regionally accredited institution and three (3) years of experience.
- Excellent written and verbal communication skills
- Strong interpersonal skills with faculty, staff and students
- Ability to work independently or in a team
- Ability to interact effectively and work collaboratively with other departments
- Ability to listen and positively respond to student and co-worker requests
- Ability to exercise considerable judgment in the application of college policies and procedures
- Ability to manage multiple tasks and successfully meet deadlines

- Ability to be creative and innovative
- Ability to work in a multiethnic, multicultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name