



Position Title: Part-Time Hospitality Recruitment & Training Advisor

Job Code: 8311

Grade: CT

Reports To: Department Chairperson, School of Business

FLSA: Exempt

Job Description:

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

Duties & 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.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in Education, Psychology, Social Work or related field and three (3) years of experience in field or related area.
- 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

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name