



Position Title: Part-Time Recruitment/Advisor Specialist

Job Code: 8311

Grade: CT

Reports To: Department Chair of School of Architecture & Interior Design

FLSA: Exempt

Job Description:

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

Duties & Responsibilities:

- Provides students advisement and counseling
- Provides support with enrollment management, student referral, and recruitment of new students into departmental programs
- Provides support for promotional brochures and pamphlets used as advertising materials
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in an appropriate field from a regionally accredited institution and three (3) years related experience
- Experience in counseling and advising preferred
- Ability of communicate effectively with students
- Knowledge of College's programs and disciplines preferred
- Must be able to work a flexible schedule that may include day, evening, and weekend assignments
- Ability to work in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name