



**Position Title:** Part-Time Recruitment Staff Coordinator

**Job Code:** 8349

**Reports To:** Director

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Recruitment Staff Coordinator generates leads for recruiting prospective students and makes sales calls to businesses and schools to develop student referrals while assisting students, staff in daily activities.

**Duties & Responsibilities:**

- Secures prospective students leads
- Develops leads for presentations for businesses and non-traditional students.
- Organizes and maintains/prepares schedules, documents, calendars, and/or equipment or supplies
- Supervises student assistants.
- Provides administrative support to staff
- Monitors metrics for the department
- Participates in departmental activities or events that serve students/faculty or the community.
- Coordinates services for staff, students, or faculty.
- Responds to telephone inquires from staff, students or faculty.
- Coordinates and schedules meetings
- May perform specialized tasks that aide a department in providing services to students, staff or faculty.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree from an accredited institution and two (2) years of related experience.
- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Proficiency in Microsoft applications
- Ability to work independently with limited supervision
- Ability to work in a multi-ethnic, multi-cultural environment

**ACKNOWLEDGEMENT**

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

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Signature

\_\_\_\_\_  
Date

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