**Position Title:** Recruiter/Academic Advisor

**Department:** Student Services  
**Employment Category:** Administrative Support

**Primary Location:** Sierra Vista Campus  
**FLSA Classification:** Exempt

**Parameters:** Full-time; 12 months/year  
**Pay Grade:** AS10

**Position Summary:** The Recruiter/Academic Advisor is responsible for providing academic and career counseling for program participants along with information and assistance regarding post-secondary education to targeted groups within the college's service area.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

- Provides academic advising, career and transfer counseling to individuals and groups of students; coordinates with college academic advisors/counselors in delivering services.
- Consults with college faculty and personnel in the areas of financial aid, admissions and records or other areas to advocate on behalf of the student; provides career preference testing and career information and guidance for program participants.
- Identifies target populations and develops marketing strategies; sends and follows up on letters to outstanding county high school seniors; visits county high schools to provide admissions information and establish productive relationships; develops a schedule of events that promotes the college in Cochise County and surrounding areas to aid in recruitment efforts; organizes and plans annual recruiting/transfer event.
- Provides crisis intervention support and refers students to community agencies for personal counseling as needed; counsels students on academic lack-of-progress probation/suspension.
- Organizes and produces a freshman orientation program as needed; meets with prospective students and their families to provide admissions information and requirements; schedules student visits to campus departments; gives campus tours, responds to correspondence and memorandums; performs research for recruitment purposes.
- Performs other related duties as assigned.

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**  
Bachelor's degree in counseling or a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years higher education experience.

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Preference may be given to individuals with two years’ experience in assessment, academic advising, recruitment and/or career interest assessment/advising

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

**Knowledge, Skills and Abilities:**
- Knowledge of and ability to follow college policies and procedures
- Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Banner and DegreeWorks
- Knowledge of academic and/or career counseling techniques
- Knowledge of effective personal counseling techniques
- Knowledge of diagnostic tests used to assess preparation for college study
- Knowledge of tools used for student interest and personality type and the ability to interpret results of such tools to assist students in making sound decisions
- Skill in listening to issues, synthesizing information and reaching sound conclusions
- Skill evaluating a student's academic interests and desires and formulating a plan designed to assist the student in achieving their goals
- Skill in dealing effectively with upset or anxious students and/or parents
- Skill in setting up and maintaining detailed records
- Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
- Ability to work independently while contributing to team environment
- Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
- Ability to read and interpret policies related to academic programs and student requirements for participation in various programs

**Work Environment:** Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel is required. Early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Director of Advising and Counseling

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.