

JOB DESCRIPTION



Position Title: Student Recruiter/Running Start Specialist

Department: Enrollment Management and Marketing **Employment Category:** Administrative Support

Primary Location: Sierra Vista Campus

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year

Pay Grade: AS06

Position Summary: The Student Recruiter/Running Start Specialist is responsible for recruiting students and providing information and assistance to support students attending the college and participating in the Running Start program.

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:

Develops marketing and communication strategies to reach identified target populations; utilizes and manages student lead database; visits high schools, higher education institutions, career fairs, and community events and/or at business and industry recruiting events to promote the college

Provides admissions information and establishes productive relationships; develops a schedule of events promoting the college to aid in recruitment efforts; organizes and plans annual recruiting/transfer events

Distributes information on and applications to participate in the Running Start program; advising to high school students and their parents; continually promotes and supports student recruitment efforts; maintains database of enrolled students and provides regular counseling and guidance to students to ensure student success.

Consults with college faculty and personnel in the areas of financial aid, admissions and records or other areas to advocate on behalf of students; provides career preference testing and career information and guidance for program participants

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

Maintains a database of program participants and contacts; formulates program data statistical information

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 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.

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Education and Experience Requirements:

Bachelor's degree from a regionally accredited institution of higher learning recognized by the US Department of Education

Two years higher education experience preferably in the areas of 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 has 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 students and/or parents

Skill in setting up and maintaining detailed records

Ability to communicate effectively using a variety of platforms, including social media, written and verbal

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: STEM Pathways and Student Recruitment Coordinator

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.