



## **JOB DESCRIPTION**

**JOB TITLE:** Recruiter

**REPORTS TO:** Director of Recruitment

**CLASSIFICATION:** Professional I

**STATUS:** Full-time, non-exempt

**LENGTH OF SERVICE:** 12-month continuing position

**JOB OVERVIEW:** The Recruiter will assist in the recruitment of prospective high school and adult students for Connors State College. The Recruiter will be expected to present Connors State College positively and effectively. This individual must be able to effectively and positively convey to a diverse constituency the features and benefits of the College.

### **DUTIES AND RESPONSIBILITIES:**

- Represent Connors at high schools, public functions, businesses, and college events to encourage enrollment of students to CSC
- Actively seek to build relationships through local, civic, and economic development organizations
- Schedule high school college day visits and college/career fairs
- Make phone calls to prospective adult and high school students
- Recruit, advise, enroll, and maintain relationships with non-traditional adult students throughout the entire degree program
- Recruit at high schools, workplaces, events, and fairs and input prospective student data into Excel
- Travel throughout Oklahoma, which may include evenings and weekends, depending on the month or event
- Conduct campus tours and meet with prospective students and parents
- Communicate admissions policies to students, parents, middle and high school principals, counselors and teachers, faculty, staff and administrators
- Participate in college activities and community events
- Expected to generate and meet goal expectations of recruiting traditional and non-traditional students within an academic period
- Assist with the development and implement innovative recruiting strategies

- Assist with the development of recruiting materials for Connors
- Assist with the coordination of commencement
- Assist with advisement as needed

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must possess excellent oral and written communication skills
- Must possess strong computer skills including the use of Microsoft Office
- Demonstrated willingness and ability to act ethically and socially responsible

**EDUCATION/EXPERIENCE REQUIRED:**

- Associate's Degree Required. A bachelor's degree is preferred and preference will be given to applicants in the process of completing their bachelor's degree.
- Previous recruitment experience at a community college is preferred

**SPECIAL REQUIREMENTS:**

- Position requires extensive travel in the service area and occasional overnight travel
- Ability to work a flexible schedule including some evenings and occasional weekends
- Must have a valid driver's license and good driving record
- Must be able to pull, bend, stoop and lift up to 40 pounds

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**