



JOB DESCRIPTION

JOB TITLE: Assistant Director of Recruitment

REPORTS TO: Director of Recruitment

CLASSIFICATION: Professional I

STATUS: Full time

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: The Assistant Director of Recruitment assists the Director of Recruitment to maintain the College's recruitment and marketing efforts. The Assistant Director will be expected to present Connors State College (CSC) in a positive and effective manner as well as plan and implement strategies to market the College to prospective students and parents. Specific areas of responsibility include all aspects of recruitment, school promotions, and providing enrollment support.

DUTIES AND RESPONSIBILITIES

- Assist Director of Recruitment in planning, directing, and leading CSC's recruitment efforts
- Represent Connors at high schools, public functions, and college events to encourage enrollment of students to Connors
- Assist with the implementation and use of recruitment/enrollment systems/technology
- Actively seek to build relationships and to provide information to individuals involved in the college enrollment decision-making process
- Communicate CSC admission's policy to students, parents, middle and high school principals, counselors and teachers, faculty, staff and administrators
- Attendance and participation at committee, staff, informational/professional meetings
- Assist in developing and implementing innovative recruiting strategies
- Schedule high school and college day visits, college fairs and career fairs
- Recruit at high school, workplaces and other locations
- Conduct campus tours and meet with prospective students and parents
- Assist with Promotional campaigns
- Participate in CSC college activities and events
- Duties may involve attendance at evening or weekend events
- Assist with academic advisement support for students

- Serve on graduation committee
- Serve on academia committees as necessary.

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:

- Excellent oral and written communication skills
- Strong computer skills including the use of Microsoft Office
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree required
- Two years related experience to include one year as an admissions counselor, college recruiter, leadership and staff management, or client driven sales representative; and/or one year experience in customer service

PREFERRED EDUCATION/EXPERIENCE:

- Master's degree preferred
- Three years' experience as a college recruiter or admissions counselor, demonstrated leadership skill and staff management experience; and/or multiple years' experience in customer service

SPECIAL REQUIREMENTS:

- Job 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
- Ability to pull, bend, stoop and lift 40 pounds

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

SIGNED: _____ DATE: _____