

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COLLEGE RECRUITER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, and perform a variety of focused and specialized recruitment and outreach activities aimed at increasing college enrollment and reaching diverse student populations, including but not limited to high school students; prospective athletes; working adults; and re-entry students.

REPRESENTATIVE DUTIES:

Coordinate focused recruitment activities for the college; develop recruitment plans and schedules; provide assistance to members of recruitment teams; contact potential students; provide input on advertising activities. *E*

Serve as liaison/college representative to local high schools and universities; organize information on attending college; provide information regarding Early College and Dual Credit programs; coordinate and participate in recruitment visits; assist in the preparation of K-16 meetings/luncheons; maintain ongoing contacts with principals, counselors, and teachers. *E*

Prepare information correspondence for students and other appropriate campus faculty and staff. *E*

Participate in and assist with on- and off-campus college and career fairs and other special educational and cultural programs and activities, including but not limited to early outreach in K-12. *E*

Disseminate recruitment information to prospective students, high schools, community members, places of business and institutions of post-secondary education, including working collaboratively with university representatives. *E*

Perform varied duties of the office including maintaining records and files, preparing brochures, fliers, and disseminating information regarding college programs, support services, and community resources. Receive limited supervision within a broad framework of standard policies and procedures. *E*

Maintain close working relationship with college counselors, faculty staff, parents, and attend appropriate meetings. *E*

Conduct campus tours and develop/schedule university tours for VVC transfer students. *E*

College Recruiter- Continued

Collaborate effectively with high school and middle school faculty, staff, and administrators. *E*

Train and provide work direction to student workers, volunteers, and clerical personnel. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective public speaking skills and community relations.

Web-based technology and software including PowerPoint and other presentation software.

Budget development and monitoring.

Matriculation procedures and steps to attending college.

Up-to-date outreach and recruitment practices.

District and department organization, operations, policies, and objectives.

Budget policies and procedures and other related regulations by the District and State Chancellor's Office.

Applicable sections of the State Education Code and other applicable laws.

Oral and written communication skills.

Interpersonal skills using sensitivity, tact, patience and courtesy.

Operation of personal computer, software applications and other office equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Letter and report writing.

Telephone techniques and etiquette.

ABILITY TO:

Speak in a public setting.

Plan, organize, implement, and evaluate large-scale on- and off-campus events.

Develop outreach/recruitment publications.

Perform advanced specialized duties to coordinate, communicate and process information.

Motivate students to achieve goals.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Perform accurate arithmetical calculations.

Maintain records, files, and retrieve data.

Train and provide work direction to student workers.

Facilitate and lead discussion groups.

Prepare and send mass mailings to parents and students.

Prepare and deliver oral presentations.

Work confidentially with discretion.

Use good judgment in recognizing the scope of authority as delegated.

Analyze projects under the pressure of time.

Serve as college representative to partner schools.

Work independently with little direction.

College Recruiter- Continued

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from an accredited college or university, and a minimum of two years experience involving substantial public contact in a student services or related setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On- and off-site Working Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak and exchange information. The employee is often required to stand for extended periods of time and walk. The employee is regularly required to operate a computer and other office equipment, lift, carry, push, or pull up to 50 pounds.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.