POSITION TITLE: Admissions Recruiter
DEPARTMENT: Student Services
APPOINTING AUTHORITY: Vice President for Academics & Student Services
SUPERVISOR: Director of Admission
GRADE LEVEL: Professional Association, 11 month Non-Teaching Professional Specialist; 40 hours per week.

GENERAL PURPOSE

To recruit students and assist them in the enrollment process by providing advice, direction, information, support and access to appropriate college departments. Work hours may vary with recruiting events and may include early morning, late evening, and occasional weekends within the 40-hour week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Visit high schools, business and industry and community organizations to recruit a sufficient number of students to meet recruitment goals.
2. Participate in college fairs, business, industry and other off campus events to recruit students.
3. Coordinate open house programs, admission workshops, NSCC college fair, participate in other on campus events.
4. Participate in COMPASS assessments by reviewing outcomes with students and outline their next steps.
5. Coordinate and present college information for the Eighth-Grade Visit Program, Future Fridays, SOAR, and other on or off campus events.
6. Assist with the coordination, facilitation and presentation of informational programs to students, parents and high school personnel for Early Admit Programs including new student orientation, book delivery and collection.
7. Coordinate the guidance counselor luncheon, President & Honors scholarship, and other recruiting receptions
8. Ensure a sufficient number of service activities for scholarship recipients, track hours and compliance with scholarship guidelines and criteria.
9. Collaborate with testing coordinator to assist with the administration of COMPASS and other placement assessments.
10. Provide tours to prospective students, guests and visitors.
11. Collaborate with other college departments for the successful matriculation of students.

PERIPHERAL DUTIES

Other duties as assigned

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree required, preferably in counseling, marketing, public relations, or sales. Familiarity and understanding of recruiting, admissions and financial aid.

*Necessary Knowledge, Skills, and Abilities: E*xcellent written and oral communication skills; presentations skills; demonstrated ability to work with diverse groups of people; prioritization skills; ability to travel to various locations; creates and maintains relationships characterized by integrity and responsibility.

SUPERVISION RECEIVED

Position reports to Director of Admissions and operates with supervision as necessary. Working independently on a daily basis is encouraged.

SUPERVISION EXERCISED

None

RESPONSIBILITY FOR PUBLIC CONTACT

Position will have frequent contact with prospective NSCC students and current NSCC students; also frequent contact with NSCC instructors and other Student Service Division staff members

LICENSING AND REGULATION

None Required.

TOOLS AND EQUIPMENT USED

Desktop computer and related Office programs; Banner software including Argos reporting

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

The work is performed primarily in an office setting. The noise level in the work environment is low.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee.

I have read the above job description and understand my role and responsibilities.

_____ _____

Supervisor Signature Date

_____ _____

Employee Signature Date