



Job Description

Job Title:	Recruiter Sr. NC Back-to-Work Grant	Grade:	K
Department:	STEM-S	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Functions:

Recruit new students for the North Carolina Back-to-Work grant training program in accordance with the mission, goals, and policies of the College.

Characteristic, Duties and Responsibilities:

1. Contacts and meets community agencies and grant partners to explain benefits of the program.
2. Participates in community events, job fairs and other special events to explain program to potential students.
3. Provides information regarding eligibility requirements and program benefits to prospective students via phone, public information sessions, mail and personal visits; follows up with email or phone call, as appropriate.
4. Assists prospective students with the eligibility, admissions, enrollment, and registration process.
5. Produces case notes regarding students career goals and future plans.
6. Works with NC Back-to-Work staff to coordinate recruitment activities with those of other programs, departments, outside agencies and organizations.
7. Plans and coordinates the NC Back-to-Work recruitment program, including but not limited to:
 - Schedules meeting and events at Job-link Centers, Charlotte Works and Workforce Solutions and coordinates activities to recruit students into NC Back-to-Work program.
 - Writes case notes and enters them into the participant file.
 - Contacts training instructors HRD instructors and CRC program staff and provides information to refer students.
 - Coordinates marketing to community agencies and prospective students and provides information about the Pathways out of Poverty program.
 - Coordinates recruitment events on Central Campus and other area campuses.
 - Monitors eligibility applications and maintains contact with Job-Link Centers. Charlotte Works and Workforce Solutions office.
 - Coordinates TABE testing schedules with Pathways to Employment Office.
 - Follows up with students, instructors, and NC Back-to-Work staff.
9. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Sept 2012



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Reporting Relationships:

Direction Received: Reports to Director Workforce Development STEM-S Division
Direction Given: No responsibility or authority for the supervision of others

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution preferably in Higher Education or Business/Marketing or other related degree and 2 years of related work experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of marketing and recruitment techniques
Excellent organizational skills and ability to work on multiple tasks and meet multiple deadlines
Knowledge of Microsoft Office Suite
Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences