



## Job Description

<b>Job Title:</b>	Recruiter Sr. REACH IT Grant	<b>Grade:</b>	K
<b>Department:</b>	Health Sciences	<b>FLSA:</b>	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 REACH IT Grant training program in accordance with the mission, goals, and policies of the College and assists in employment placement of successful program graduates.

### **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 REACH IT staff to coordinate recruitment activities with those of other programs, departments, outside agencies and organizations.
7. Plans and coordinates the REACH IT 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 REACH IT Grant.
  - Writes case notes and enters them into the participant file.
  - Contacts training instructors and program staff and provides information to refer students.
  - Coordinates marketing to community agencies and prospective students.
  - Coordinates recruitment events on Central Campus and other area campuses.
  - Monitors eligibility applications and maintains contact with Job-Link Centers.
  - Follows up with students, instructors, and REACH IT Grant personnel.
8. Performs other duties as assigned.



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### **Reporting Relationships:**

**Direction Received:** Reports to Division Director

**Direction Given:** No responsibility or authority for the supervision of others

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution and two years of related work experience

### **Preferred Qualifications:**

- Bachelor's Degree in Higher Education or Business/Marketing from a regionally accredited institution
- One year of experience recruiting students for an educational program and
- One year experience of placing program graduates into employment positions

### **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