



## Job Description

<b>Job Title:</b>	Meck Tech Advisor-Recruiter	<b>Grade:</b>	K
<b>Department:</b>	Outreach and Recruitment	<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 Function:**

The MeckTech Advisor/Recruiter is created to advise and recruit high school students in technical career fields, with an emphasis on STEMS Programs. This position will work to ensure that high school students graduate high school college – or career-ready.

### **Characteristic Duties and Responsibilities:**

1. Serves as the connector and facilitator to significantly increase the number of current CMS students participating in apprenticeships, internships and community college programs in technical programs with an emphasis on STEMS programs.
2. Learns, adapts to, and meets the current and future needs of local businesses.
3. Defines pathways toward 21<sup>st</sup> century career opportunities in the STEMS profession.
4. Counsels students on the opportunities related to various careers and the coursework needed to enter those fields.
5. Creates awareness campaigns to students, families and guidance counselors about the value of certificate, degree and diploma programs at the community college.
6. Coordinates field trips, assemblies, small group meetings, classroom visits, other activities aimed at providing students and teachers information about career pathways and post-secondary educational options.
7. Develops meaningful student volunteer opportunities and communicates them to parents, businesses, and the community.
8. Effectively communicates to business leaders the incentives and benefits of investing in students.
9. Manages day to day program, including program evaluation, tracking and analyzing student recruitment, school-wide and business data, and manage annual budget and operating plan.
10. Builds relationships and maintains regular communication with administrators, teachers, Career Development Coordinators, CPCO STEMS staff and CMS Zone staff.
11. Other duties as assigned



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### **Reporting Relationships:**

**Direction Received:** Reports to the Director of High School Programs

**Direction Given:** No Authority or responsibility for the supervision of other employees

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Marketing or related field and a minimum of two years of job related experience

### **Preferred Qualifications:**

Knowledge of CPCC, CMS and STEMs

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of marketing techniques

Excellent Project Management skills

Excellent interpersonal communication and presentation skills

Ability to work independently and with key stake holders

Ability to work well with individuals with diverse backgrounds

### **Working Conditions:**

Typical office environment