



Job Description

Job Title:	Recruiter Senior	Grade:	K
Department:	Enrollment and Student Services	FLSA:	Non-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 curriculum programs in accordance with the mission, goals, and policies of the College.

Characteristic, Duties and Responsibilities:

1. Contacts and meets high school counselors and teachers to explain benefits of the program.
2. Participates in classroom visitation and other special events to explain program to potential students.
3. Provides information regarding admissions requirements and program benefits to prospective students and parents via phone, mail and personal visits; follows up with mail or phone call, as appropriate.
4. Assists new students with the enrollment process and career options.
5. Produces follow-up reports regarding activities and future plans.
6. Maintains awareness of new departments in field through conferences and professional development classes.
7. Works with recruitment staff to coordinate assigned activities with those of other programs, departments, and outside agencies and organizations.
8. Plans and coordinates the College Connection Program, including but not limited to:
 - a. Schedules events at all Charlotte-Mecklenburg high schools and coordinated activities to promote events
 - b. Designs and prepares materials for information folders
 - c. Contacts guidance counselors and provides information for advising students
 - d. Coordinates mailing to senior students and their parents to provide information about the program
 - e. Coordinates an Open House event on Central Campus
 - f. Monitors admission applications and maintains contact with Admissions office
 - g. Coordinates testing schedules
 - h. Follows up with students, parents and guidance counselors

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. May 2010



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- Assists with coordination for the Student Ambassador program to provide leadership opportunities to current students.
- Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director High School Programs

Direction Given: May provide supervision and/or functional guidance to temporary or student workers

Minimum Requirements:

Bachelor's degree from an accredited institution preferably in higher education or business/marketing, and 2 years of related work experience, preferably in higher education.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of marketing and sales techniques.

Excellent organizational skills and ability to work on multiple tasks and meet multiple deadlines

Knowledge of Microsoft Office Suite and database management software

Knowledge of budgeting and basic accounting principles

Ability to work well with individuals with diverse backgrounds.

Working Conditions:

Typical office environment. Some travel involved