Job Description

Job Title:	Recruiter Senior (Grant funded)	**Grade:**	K
Department:	Early Childhood Education	**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 curriculum programs in accordance with the mission, goals, and policies of the College.

Characteristic, Duties and Responsibilities:

1. Contacts child care center directors and teachers to develop educational plans for a degree or certificate in the program.

2. Participates in child care center staff meetings and other special events to explain the 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 early childhood field through conferences and professional development classes.

7. Works with Early Childhood faculty, staff, and Smart Start staff to coordinate assigned activities with those of the Early Childhood students, outside agencies and organizations.

8. Plans and coordinates the recruitment of Early Childhood students, including but not limited to:

    a. Schedules workshops at Harris campus and coordinated activities to promote events
    b. Designs and prepares materials for information folders
    c. Contacts directors and teachers at the child care centers and provides information for advising students
    d. Coordinates an Open House event and other informational meetings on Harris campus
    e. Monitors admission applications and maintains contact with Admissions office at Harris campus
    f. Coordinates testing schedules

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. September 2011

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Reporting Relationships:

Direction Received: Reports to Division Director

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 Early Childhood Education or Child Development and 2 years of related work experience, preferably in higher education.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of Early Childhood programs and licensing requirements

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. Flexibility with scheduling is required. Some evenings/weekends may be required.

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