

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: HEALTH SCIENCES RECRUITER / OUTREACH SPECIALIST

PAY GRADE: P - 4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Recruiting, marketing and community relations, and data management for the Health Sciences division.

To market the Health Sciences programs through a variety of modalities and build relationships with health care organization professionals and the community. To recruit potential students for the Health Sciences programs through a variety of sourcing methods. To schedule and coordinate clinical experiences and operate a database management system to create, query, update, and administer the division database. To exemplify professionalism and excellent customer service to the CF constituency, potential students, and the community. To performing all other duties as assigned in an effective and timely manner, while supporting and modeling the mission, vision, and values of the college.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: A bachelor's degree is required. Health care related education/experience is preferred.
2. Years of experience in field: Two years' recruiting experience is required. Outreach related work experience is preferred.
3. Special skills or abilities related to position: Enjoys people and is able to connect with a variety of people. Listens and communicates effectively, has emotional intelligence and empathy. Is self-motivated and works independently, with diligence and, integrity. Has strong technology skills.

ESSENTIAL JOB FUNCTIONS:

1. Marketing the Health Sciences programs.
2. Recruiting potential students for the Health Sciences programs.
3. Building positive productive community relationships.
4. Scheduling and coordinating clinical experiences.
5. Continuing to build and operate the Health Sciences database.
6. Performing all other duties as assigned in an effective and timely manner.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Requires local travel and driving a vehicle.

ENVIRONMENTAL CONDITIONS:

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala and Citrus Campuses

SUPERVISOR OF POSITION: Dean, Health Sciences