

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: RECRUITER (XCEL-IT Grant Funded through Sept. 2017)

PAY GRADE: P-9

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

Position will provide leadership and support in locating job opportunities and implementing and evaluating job placement activities between XCEL-IT participants and business and industry. Position's responsibilities center around these specific grant deliverables: employment and retention of participants prior to and/or immediately following completion of a grant funded program of study.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: Associate degree required. Bachelor's degree preferred.
2. Years of experience in field: Minimum of two years' recent experience in an educational, counseling, advising or recruitment environment required. Experience in recruitment or job placement related activities strongly desired.
3. Special skills or abilities related to position: Ability to represent department in a highly professional manner. Demonstrated ability to work with people. Ability to get to know students and identify their strengths and weaknesses quickly, and be able to match them to available internships and/or job opportunities. Ability to formulate and execute a strategic plan. Ability to manage multiple tasks and meet deadlines. Ability to plan and track schedule, and work independently away from the office. Ability to make presentations to small and large groups. Excellent organizational, written and oral communication skills. Proficient in Microsoft Office Suite and Outlook.

ESSENTIAL JOB FUNCTIONS:

1. Establish strong, lasting relationships, and act as liaison between students, college, CareerSource CLM, and local industry.
2. Develop recruitment strategies to achieve desired deliverable goals.
3. Identify internship and employment opportunities for students.
4. Identify and screen students for internships and job opportunities through collaboration with the Business Technology Institute Coordinator, college advisors, CareerSource CLM.
5. Ensure student candidates for employment meet job qualifications identified by employers.
6. Visit employer work sites for thorough understanding of job responsibilities and employer needs.
7. Plan and conduct career activities such as job fairs in conjunction with CareerSource CLM, and represent XCEL-IT and CF at these events.
8. Develop and update promotional materials to aid in recruiting.
9. Provide students with access to and assistance with job search and placement tools, materials, systems and/or related job event information.
10. Coordinate interviews between students and industry partners.
11. Create and maintain tracking tools to measure progress and success of students placed.
12. Develop, analyze and report accurate and organized results of activities on a monthly, quarterly and annual basis allowing evaluation of program goals.
13. Conduct employer verifications and address employer concerns with student placements and/or placement process to ensure satisfaction of service.
14. Document processes and procedures related to this job's duties and responsibilities.
15. Maintain working knowledge of XCEL-IT programs and goals, and be able to relate them to available job opportunities.
16. Local travel to in-district sites, as needed. (Must have a valid driver's license and reliable transportation.)
17. Possess high energy and aggressively manage responsibilities.
18. Must be a team player, capable of working in a collaborative environment.
19. Some flexibility in schedule may be necessary in order to meet with students/classes or participate in meetings during the evenings.

(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 accommodation 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 communicate both orally and in writing on a telephone and on a computer for extended periods of time.

PHYSICAL DEMANDS (continued):

- 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 Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala campus

SUPERVISOR OF POSITION: XCEL-IT College Reporting Manager