

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PROGRAM LIAISON / RECRUITER  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Promotes programs and recruits students for specific college credit programs. Serves as liaison between college, target population, schools, and other service area employers and organizations.

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: Associate’s degree required in field related to program area.
2. Years of experience in field: Three or more years’ in field related to program area preferred.
3. Special skills or abilities related to position: Proficiency in verbal and written communications skills. Self-starter, able to initiate and follow through on assignments and projects. Ability to prioritize, organize, implement, and evaluate projects.

### ESSENTIAL JOB FUNCTIONS:

1. Assist in the development, supervision, coordination, expansion and evaluation of specific college programs and projects.
2. Recruit students while promoting and publicizing specific college programs.
3. Maintain constant liaison with program target population, high school and college personnel, and appropriate community groups and businesses.
4. Facilitate placement and evaluation of student cooperative learning experiences.
5. Establish and maintain complete and accurate records. Prepare and maintain reports.

7. Prepare, publish, and distribute information brochures to promote college programs.
8. Represent the college at service area functions and events related to specific college programs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

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.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office and classroom environment. Travel to educational sites as necessary to perform job.

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

PRIMARY LOCATION OF JOB: Ocala and Citrus Campuses

SUPERVISOR OF POSITION: Program Director, Dean, or Provost