

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: RECRUITER/OUTREACH SPECIALIST (ADMISSIONS)
(PART-TIME, NOT TO EXCEED 25 HOURS PER WEEK)

PAY GRADE: P - 9

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Under direction from appropriate supervisory or management staff, performs a variety of highly responsible and specialized duties related to participating in the planning, development, organization, coordination, and implementation of marketing, outreach, and retention programs, services, operations, and activities to recruit, assist, and retain college students for the Duke Energy Digital Media Technology Summer Programs; assists in the selection and distribution of promotional and marketing materials related to outreach; provides matriculation, assessment, and guidance to current and potential college students; and ensures compliance with College policies and applicable state and federal laws and regulations related to College functions including outreach and matriculation.

To market the Duke Energy Digital Media Technology Summer Programs through a variety of modalities to recruit admit and enroll potential students for the Duke Energy program through a variety of methods. 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 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: An Associate's degree is required. A Bachelor's degree is preferred.
2. Years of experience in field: One year of full-time recruiting experience is preferred. Outreach related work experience is required. Knowledge of FERPA is preferred.
3. Special skills or abilities related to position: Positive human relations' skills and ability to communicate effectively; ability to make presentations to small and large groups;

Special skills or abilities related to position (Continued): strong organizational and technology skills; ability to make presentations to small and large groups. Is self-motivated and works independently, with diligence and, integrity.

ESSENTIAL JOB FUNCTIONS:

1. Market the Duke Energy program.
2. Recruit potential students for the program.
3. Building positive productive community relationships.
4. Organize and make presentations to district high schools in Marion and Citrus counties.
5. Perform office activities consistent with the admission and registration of new students.
6. Perform 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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to drive a college vehicle.

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 in person, on a telephone, and on a computer for extended periods of time.
- Requires sitting at a desk and viewing a display screen.
- Ability to access, input, and retrieves 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: Director - Admissions and Student Recruitment