

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: RECRUITER/OUTREACH SPECIALIST (LEVY CAMPUS)
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: P - 1

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; 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 perform 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.
2. Years of experience in field: Two years’ educational experience at the secondary level or postsecondary level 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. Strong organizational and technology skills. Self-motivated and works independently, with diligence and integrity.

ESSENTIAL JOB FUNCTIONS:

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

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: Levy Campus

SUPERVISOR OF POSITION: Provost of Levy Campus