

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ADMISSIONS RECRUITER
(Part-time. Not to exceed 25 hours per week)

PAY GRADE: P - 2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To promote various college programs through a variety of modalities and build relationships with school, business, and community entities.

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: An Associate's degree is required.
2. Years of experience in the field: One or more years of recruiting or outreach-related work experience is preferred.
3. Special skills or abilities related to the position: Knowledge of the college's objectives and policies relating to student development, admissions, and graduation requirements. Thorough knowledge of college activities and calendar. Evidence of positive human relations skills and ability to communicate effectively. Ability to work with diverse populations and varying educational levels. Knowledge of Family Education Rights and Privacy Act (FERPA) preferred.

ESSENTIAL JOB FUNCTIONS:

1. Marketing college programs.
2. Recruiting potential students for college programs.
3. Building positive productive community relationships.
4. Scheduling and coordinating recruiting opportunities.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Continuing to build and operate the recruiting database.
6. Provide comprehensive support for all admissions and recruiting activities for the college: includes, but is not limited to, high school visitations, career days events, Career & Colleges Expo, Preview Night, Tri-County Counselors meeting, Getting Started Sessions, and workshops to prepare high school students for college.
7. Provide follow-up and support with all new student inquiries leading to admission to the college.
8. Assist with campus visits by student groups from within the college district.
9. Must be able to work a flexible schedule including evenings.
10. To exemplify professionalism and excellent customer service to the CF constituency, potential students, and the community.
11. Performing all other duties as assigned in an effective and timely manner while supporting and modeling the mission, vision, and values of the college.

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 a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- 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 Campus

SUPERVISOR OF POSITION: Director of Admissions and Student Recruitment