Specialist, Recruiting/Advising

FLSA Status: Exempt
Pay Grade: 13
Job Title ID: 12053
Job Series/Job Family: Student Support & Success Series / Student Recruitment & Success Family

Reports To

Manager of Student Recruitment, Campus Dean, Supervisor, or designee.

Job Purpose

To provide recruitment and academic advising services to prospective students.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Makes presentations and recruiting visits to provide information to prospective students on options and programs available. This includes assisting in completing admissions applications, financial aid applications, collecting/assessing transcripts, assessment and testing, orientation, advising, and registration.
2. Participates in the College Connection program.
3. Attends college fairs, conducts tours, and participates in other special events to recruit prospective students to the college.
4. Advises students; explains degree plans, admissions and registration procedures, provides assessment and financial aid information, and other requirements necessary for enrollment.
5. Establishes and maintains an active role in the community in order to recruit prospective students.
6. Assists in developing recruitment and advising materials.
7. Maintains and updates records and files and submits recruiting reports as appropriate.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- College admission and financial aid procedures.
- Sales and marketing strategies and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, which may include evenings and weekends.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Making individual and group presentations.
- Interacting with persons of diverse backgrounds.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Subject to traveling within the local Austin area.
- Work is normally conducted in office environments.

Work Experience

Required

- Two years related work experience that would result in the required level of knowledge and skills for performing the duties of this position including, student recruiting, advising, group and individual presentations of academic programs, and successful interaction with potential students, and/or development of promotions to recruit diverse student populations.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree in education, social sciences, business, or communications.

Licenses/Certifications

Required

- Valid Texas driver's license.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.