

Specialist, Recruiting/Advising - Mobile Go Center Driver

FLSA Status: Exempt

Pay Grade: 14

Job Title ID: 12055

Job Series/Job Family: Student Support & Success Series / Student Recruitment & Success Family

Reports To

Director, Enrollment Management

Job Purpose

Responsible for driving the Mobile Go Center in the Central Texas area, set up and operation of related equipment, computer laptops, and assisting/advising potential students and their families with college-related information. The person in this position serves to represent Austin Community College to the general public, public and private agencies and local school districts and is expected to be an enthusiastic advocate for access to higher education.

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. Attends college fairs, conducts tours, and participates in other special events in to recruit prospective students to the college.
3. Advises students; explains degree plans, admissions and registration procedures, provides assessment and financial aid information, and other requirements necessary for enrollment.
4. Assists in developing recruitment and advising materials. Maintains and updates records and files and submits recruiting reports as appropriate. May coordinate, document, and track data and other details of Mobile Go Center program
5. Drives the Mobile Go Center; a three-quarter or one ton pickup truck capable of towing a 42 foot trailer with Gross Trailer Weight of 15,000 pounds. Tows the Mobile Go Center trailer with 14-20 internal computer terminals to high schools, shopping centers, sporting events, flea markets, and other community events and locations in the Central Texas area. Hooks up the trailer to the truck and inspects hitch connections prior to travel.
6. Upon arrival and before use by visitors: disconnects, secures, and levels trailer; connects electrical outlets or sets up generator; unpacks and sets up tables, establishes satellite link, and computer equipment for use. After events, shuts down and repacks equipment and power sources prior to connecting the truck and trailer. Ensures security system is used as appropriate.
7. Sets up and operates Mobile Go Center equipment; aligns satellite dish, plays video tapes or DVDs, prepares computers for visitor use. Prepares equipment for storage during travel.
8. Plans destination and return routes, confirms set up locations prior to arrival; inspects the truck and trailer for safety equipment and physical condition before traveling; may assist with scheduling participation in events.
9. Maintains vehicle and trailer maintenance and repair logs and schedules standard maintenance and repairs with minimal downtime of Mobile Go Center.
10. Ensures all appropriate materials are safely stored within the trailer prior to travel to event.

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.
- Educational institution programs and functions.
- Public relations, sales, recruitment, and other related activities.
- Driving and towing safety rules and regulations.

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 a varying work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Interacting with persons of diverse backgrounds.
- Following safe driving and towing practices and procedures.
- Maintaining accurate travel and vehicle maintenance and repair logs.
- Effectively presenting information to individuals and groups.
- Following established procedures for set up and storage of equipment.
- Planning logistics of travel, reading maps, estimating trip timing, researching site access and potential challenges for set-up of trailer and equipment.
- Connecting truck and trailer, driving and towing, and disconnecting trailer, and trailer set-up.
- Connecting, using and oversight of visitor use, disconnecting and storing electronic equipment such as computers, projectors, satellite dish, and multimedia equipment.
- Educating potential students about the importance of attending college.
- Maintaining confidentiality of work related materials and information.

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications.

Physical Requirements**Required**

- Regular lifting up to 50 pounds.
- Regular travel via driving and towing.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling

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.

Education**Required**

- Bachelor's degree.

Licenses/Certifications**Required**

- Must have valid current Texas Driver's License and no more than one moving violation in a three year period.

Other
Required

- Satisfactory drug test and criminal background check required. Must have or obtain Texas Commercial Driver's License (CDL) within one month of start date.

Preferred

- Bilingual in Spanish/English. Texas Commercial Driver's License. Experience towing, parking and setting up trailer. Experience working with college-aged students in student outreach, recruitment, and/or advising.

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.