

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: CTE Recruiter/Admissions Advisor

DEPARTMENT: Student Enrollment Services

REPORTS TO: Director of Enrollment & Retention Services/Registrar

SUPERVISES: N/A

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/Date: _____ Revision # _____ Date: _____

TRAVEL: Frequent Travel

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 15 hours per month

COLLEGE-WIDE X **CAMPUS:** _____ **RANGELY** _____ **CRAIG** _____

GENERAL SUMMARY

This position is responsible for all matters pertaining to student outreach and recruitment for CTE students at CNCC. The successful candidate will represent the college both on and off campus to prospective students, parents, secondary school counselors and other individuals or organizations and assist prospective applicants on the admission process and opportunities at the college. This position is responsible for helping prospective CTE students through the admissions process to enrollment. This includes advising and registering new students for their first semester. The successful candidate will work closely with CTE Deans and the Admissions Director to identify and recruit at specific recruiting events pertaining to CTE programs. The Recruiter's primary emphasis when starting will be to work with CTE programs, which are experiencing low enrollment and completion to identify and emphasize recruiting efforts to better target potential students. This candidate will also work to recruit for non-traditional gender students for enrollment into the CTE programs.

Must be able to work evenings and weekends.

PRIMARY DUTIES

1. Coordinate and contribute to the success of CTE student programs designed to recruit targeted prospective applicants to the college.
2. Develop a recruiting strategy for the CTE programs that are experiencing low enrollments in collaboration with the CTE Deans, Admissions, and the specific CTE Program faculty.
3. Schedule and travel for attendance in campus visits, military and career fairs, program specific events, and give campus tours to prospective CTE students.
4. Represent CNCC at designated recruiting events scheduled by traveling throughout Colorado and other states, as well as business fairs, school visits, industry meetings, and state and local functions.
5. Responsible for personalized follow-up of prospective CTE students, including phone calls, emails & mailings.
6. Disseminate and clarify information to current and prospective students and their families related to various aspects of the CTE enrollment process when applicable. Answer questions in regards to registration, transcripts, courses and CTE degrees offered.
7. Maintain CTE student record of contacts in Ellucian Recruiter software. Create and pull reports of prospective CTE students to share with CTE Deans, Program Directors, advisors and other campus stakeholders.
8. Assist in the development and delivery of on-campus recruitment events, which may include designing signage, arranging department appointments (admissions, financial aid, academics, athletics and testing).

9. Work with CTE Programs with establishing relationships with industry personnel.

SECONDARY DUTIES

1. Serve as part of the admissions team to answer phone calls, emails and in-person questions regarding all phases of the operations with Enrollment Services with emphasis in CTE programs.
2. Assist in advising and registering new CTE students in classes for their first semester.
3. Serve on the CRaM committee.
4. Assist and process application for admission and registration documents, including drop/add forms, etc. Assist with online registrations and enrollments. Assist with online registrations for the College Opportunity Fund.
5. Serve as a backup for the front desk position, including student ID creation and test scheduling.
6. Supervise and coordinate student workers.
7. Other duties as assigned.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. **Education and Training:** Associate Degree
2. **Prior Related Experience:**
 - a. Strong public speaking skills.
3. **Licensure/Certification:**
 - a. Ability to travel, must possess a valid driver's license.
4. **Equipment Skills:**
 - a. Strong working knowledge of computer software relative to the position (database driven software), as well as Microsoft Excel, Word, Outlook
 - b. Phone usage (hold, transfer, etc.)
5. **Other Qualifications:**
 - Some evening and weekend hours required, especially during the fall recruiting season.
 - Dependable.
 - Able to work flexible hours conducive to contacting students when available
 - Self-starter who is comfortable working with diverse populations. Must be outgoing and willing to interact with prospective students in a variety of settings.

Important & essential knowledge, skills & abilities continued:

- Ability to communicate with people of diverse ages, backgrounds and cultures.
- Ability to carry or pull materials needed for visits – up to 45 pounds.
- Must be able to set up display materials and table.
- Must be able to stand for long periods of time, kneel and twist.

PREFERRED QUALIFICATIONS

1. **Education and Training:** Bachelor Degree
2. **Prior Related Experience:**
 - a. Prior admissions and/or advising experience
 - b. Sales experience
 - c. Experience with CTE programs such as: aviation maintenance, automotive technician, cosmetology

- d. Experience coordinating programs and related campus activities
- e. Experience with Ellucian Recruiter and Banner or similar ERP
- f. Demonstrated ability to work effectively both independently and as part of a team.

3. Licensure/Certification:

4. Equipment Skills:

- a. Automobile
- b. Telephone/Fax
- c. Computer/Printer

5. Other Qualifications: NA

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable
R = Rarely (less than ½ hour per day)
O = Occasionally (1/2 - 2.5 hours per day)
F = Frequently (2.5 - 5.5 hours per day)
C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing					X	Recruiting event
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing			X			
Reaching Overhead			X			
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling			X			
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.				X		
36 - 50 lbs.				X		
51 - 75 lbs.		X				
76 - 100 lbs.	X					
Lifting/Carrying			X			
1 - 10 lbs.				X		

11 - 20 lbs.				X	
21 - 35 lbs.				X	
36 - 50 lbs.				X	
51 - 75 lbs.		X		X	
76 - 100 lbs.	X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					X	
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)		X				
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles					X	Required to travel in state vehicle
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College's best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____