

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Recruiter/Admissions Advisor

DEPARTMENT: Recruiting/Advising & Admissions Department

REPORTS TO: Director of Enrollment & Retention Services/Registrar

SUPERVISES: N/A

FLSA: FACULTY _____ APT X COACH _____

DOCUMENT STATUS: New/Date: _____ Revision # 2 Date:9/10/18

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 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 students through the admissions process to enrollment and selection of 1st Term classes. This includes advising and registering new students for their first semester.

Must be able to work evenings and weekends.

PRIMARY DUTIES

1. Coordinate and contribute to the success of various student programs designed to recruit targeted prospective applicants to the college.
2. 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).
3. Schedule campus visits and give campus tours to prospective students.
4. Represent CNCC at designated Day/Night Program sessions scheduled by traveling throughout Colorado and other states (primarily during the fall semester as needed), as well as business fairs, and state and local functions.
5. Schedule, travel and attend high school visits in CNCC target areas.
6. Primarily responsible for personalized follow-up of prospective students, including phone calls, emails & mailings.
7. Serve as Chairperson for Craig Campus Orientation team. Serve on the CRaM committee.
8. Serve as part of the Information Central group and to answer phone calls, emails and in-person questions regarding all phases of the operations with Enrollment Services.
9. Disseminate and clarify information to current and prospective students and their families related to various aspects of the enrollment process. Answer questions in regards to registration, transcripts, courses and degrees offered.
10. Process applications for admission and registration documents, including drop/add forms, withdrawal forms, transcript requests, etc. Assist with online registrations and enrollments. Assist with online registrations for the College Opportunity Fund.

11. Maintain student record of contacts in Ellucian Recruiter software. Create and pull reports of prospective students to share with Program Directors, advisors and other campus stakeholders.
12. Serve as a backup for the front desk position, including student ID creation and test scheduling.
13. Advise and register new students in classes for their first semester.
14. Supervise and coordinate student workers.

ESSENTIAL QUALIFICATIONS

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

- 1. Education and Training:** Associate's Degree
- 2. Prior Related Experience:**
- 3. Licensure/Certification:**
 - a. Ability to travel, must possess a valid driver's license.
- 4. Equipment Skills:**
- 5. Other Qualifications:**
 - Some evening and weekend hours required, especially during the fall recruiting season.
 - Dependable.
 - Strong public speaking skills.
 - 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:

- Strong working knowledge of computer software relative to the position (database driven software), as well as Microsoft Excel, Word, Outlook
- 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's Degree
- 2. Prior Related Experience:** Prior admissions and/or advising experience
- 3. Equipment Skills:**
 - Automobile
 - Telephone/Fax
 - Computer/Printer
- 4. Other Qualifications:**
 - Experience coordinating programs and related campus activities
 - Experience with Ellucian Recruiter and Banner or similar ERP
 - Demonstrated ability to work effectively both independently and as part of a team.

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a resume, three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment, to human.resources@cnc.edu located at <https://www.cnc.edu/human-resources/employment-opportunities-2/>.

Colorado Northwestern Community College is an Equal Opportunity Employer

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(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	College Fairs
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: _____