Cisco College Job Posting

Coordinator of New Student Recruitment – Abilene Center

Date Posted: **January 24, 2017**
Posting End Date: **Until Filled**

Cisco College is accepting applications for the position of Coordinator of New Student Recruitment for its Abilene Center. Minimum qualifications for this full-time position include a Bachelor's Degree, Experience working in a fast paced, people oriented environment and knowledge of how student service processes in higher education work. Good organizational skills, including the ability to develop a prospective student tracking system, Good written and verbal communication skills. Ability to work effectively with diverse populations. Applications will be accepted until the position is filled.

Please note: *A complete application package must include a letter of application, completed Cisco College Staff Application, resume, and unofficial copy of transcript(s). Please ensure all required documents are included with your submission. Thank You!*

Applications will be accepted via e-mail, fax, or USPS, (e-mail is preferred) and should be submitted to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 79437
Office3: 254-442-5121
Fax: 254-442-5100
Pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer

Cisco College
JOB DESCRIPTION

JOB TITLE: Coordinator of New Student Recruitment

REPORTS TO: Vice President of Student Services

CLASSIFICATION: Professional I

Job Summary

The Coordinator of New Student Recruitment is responsible for the functions of student recruiting. The Coordinator establishes and implements recruitment programs and activities consistent with the College Strategic Enrollment Management (SEM) Plan. Activities include visits to high schools, college fairs, and making presentations to groups and individuals. The Coordinator also serves as a primary point of contact for prospective students as a result of participation in outreach activities.

The Coordinator of New Student Recruitment will accomplish assigned duties in an efficient, effective and competent manner, and will strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the College mission statement. The Coordinator must work harmoniously with college personnel and the public, and must follow all College policies, rules and regulations as they relate to this position.

Primary Duties

1. Administer strategies outlined in the Strategic Enrollment Management (SEM) Plan to achieve enrollment goals for the college.
2. Develop and implement student recruitment strategies that include campus tours for prospective students and their families; collaborating with department heads and faculty on campus UIL events and judging contests; coordinating high school college fairs; arranging campus visits with area high schools; managing a prospective student database; and recommending changes/improvements in recruitment strategies.
3. Serve as the point person for internal coordination of college student recruitment and enrollment management goals utilizing specific knowledge gained of admissions, registration criteria and financial aid and/or scholarship information and deadlines.
4. Make personal visits to high schools, participate in career/college days, speak to groups and individual students, and meet with school counselors/administrators to promote outreach activities.
5. Provide a focus and organization to the College's recruiting efforts and serve as a support person and resource for the recruiting activities of athletics, academic departments, and special college/community events.
6. Promote a positive perception of Cisco College to prospective students and school systems.
7. Support enrolled student retention through participation in committees and educating the college community on the critical link between enrollment and student retention.

8. Maintain contact with prospective students and provide appropriate follow-up information and services.
9. Develop and maintain a prospective student tracking system.
10. Coordinates College participation of current students and faculty/staff in local college recruitment fairs; plans and coordinates the annual TACRAO college fair sponsored by Cisco College.
11. Prepares recruiting reports and proposals, and responds to inquiries from the Dean of Enrollment Management, Vice President for Student Services, President, or other relevant stakeholders in need of information relating to the College SEM.
12. Responsible to the Vice President of Student Services for recommendations toward the development of long-range planning and evaluation of student recruitment programs.
13. Perform miscellaneous job-related duties as assigned.

Qualifications

1. Experience working in a fast paced, people oriented environment.
2. A knowledge of how student service processes in higher education work
3. Good organizational skills.
4. Good written and verbal communication skills.
5. Ability to develop and deliver presentations.
6. Ability to gather data, compile information, and prepare reports.
7. Ability to work effectively with diverse populations.
8. Ability to work collaboratively as a team member.
9. Bachelor's Degree required

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.

Reviewed:	1/24/2017
Updated:	1/24/2017