Position: Enrollment and Recruitment Specialist

Basic Purpose of Position: This position involves coordinating student recruitment and outreach activities for Tri-County Community College. Key aspects of this position include the development, administration and management of all functions and matters relating to a comprehensive student recruitment and retention plan for nontraditional students. Excellent communication and relationship-building abilities are necessary, as is experience in a post-secondary academic environment. Must maintain a strong work ethic and have the ability to work independently. The position reports directly to the Vice President for College and Community Initiatives.

Qualifications:
Bachelor’s Degree Required. Minimum of 2 years administrative or supervisory experience in education, sales, promotions, or recruitment.

Major Duties:
• Works with all college departments and programs to coordinate and promote student recruitment and retention.
• Coordinates special campus recruitment events including day visits, group tours, and other special presentations.
• Attends off-campus community events, including career expos, festivals, and similar events to promote the college and its programs.
• Assists in the recruitment of non-traditional, minority, and other special population students.
• Manage ongoing contact with prospective students.
• Monitors, guides and coordinates college retention efforts and implementation of the College Retention Plan.
• Serves on college committees that support student recruitment and success, including but not limited to Marketing Committee and the Special Events team.
• Manage recruitment databases and computerized enrollment information.
• Contribute to unit planning, assessment, and college institutional effectiveness efforts.
• Evaluate college policies which inhibit or improve retention. Make recommendations on retention plans and implement those plans for effectiveness.
• Coordinate the College’s athletic program.
• Act in accordance with College policies and procedures.
• Perform other duties as assigned.

Salary Range: In accordance with the College’s Compensation Plan. CATEGORY 5: Level II
Estimated Range: $32,513 - $42,147

Working Schedule: This is a 40-hour per week position and may require some flexibility in working hours. This position is exempt under the Fair Labor Standards Act and does not qualify for overtime pay.

Proposed Hiring Date: As Soon As Possible. A six-month probationary period is required by college policy.

Deadline to Apply: September 18, 2015

How to Apply: A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application packet, contact Helen Kilpatrick at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4201 or e mail humanresources@tricountycc.edu. Incomplete application packages will not be considered.

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