

## POSITION DESCRIPTION

<b>Position Title:</b> Admissions Representative/Recruiter	<b>Number:</b> 0009.SS	<b>FTE:</b> 1.0
<b>Classification:</b> Classified, Non-Exempt	<b>Report To:</b> Director of Admissions	<b>Date:</b> 03/24

### **General Description and Purpose**

The Admissions Representative/Recruiter serves as a college recruiter and as a resource for students to guide them toward student success.

### **Primary Functions/Responsibilities**

1. Serve as the college recruiter directed by the Director of Admissions.
2. Communicate and build relationships with prospective students in a variety of methods including but not limited to telephone, direct mail, text, social media, and/or email.
3. Maintain appropriate records and documentation.
4. In collaboration with the Director of Admissions, develop and implement a strategic plan outlining recruitment.
5. Assist with coordinating on and off campus recruiting activities.
6. Represent Pratt Community College at high schools, college fairs and special recruiting events as assigned by the Director of Admissions.
7. Work collaboratively with faculty and staff to facilitate the recruitment and retention of students.
8. Other duties as assigned by the Director of Admissions, Vice President, or President.

### **Coordination and Accountability Tasks**

1. Collaborate in tandem with Director of Admissions to ensure that goals and assigned tasks are communicated and adhered to.
2. Other duties as assigned.

### **Supervises the Following Staff**

N/A

### **Required Knowledge, Skills, Abilities, and other Characteristics**

1. Must possess a valid driver's license and good driving record and be willing to travel independently and work occasional evenings and weekends.
2. Possess strong oral and written communication skills.
3. Be self-motivated and goal-oriented while organizing time and tasks.
4. Make firm, intelligent and fair decisions while demonstrating leadership
5. Possess the ability to relate to diverse student populations.
6. Ability to quickly develop and maintain rapport with students, parents, school officials, and professional colleagues.
7. Ability to quickly become familiar with PCC programs and articulate them to internal and external stakeholders,
8. Possess good Computer skills to process student data, maintain reporting records and utilize social media and digital communication platforms effectively.

9. Ability to make a good first impression and represent the College well. with high energy level, enthusiasm, a positive attitude and an appreciation of community college education.
10. Possess the ability to lift up to 25 pounds, carry equipment and supplies, and set up recruiting displays for special recruiting events.
11. Must be able to stand, sit, walk, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard.

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Experience**

1. Prior experience working in a fast-paced, diverse setting preferred.
2. Prior experience with high school and college age students preferred.
3. Prior experience in higher education or similar environment preferred.
4. Prior experience with adult groups and activities preferred.
5. Fluency in Spanish preferred.

**Education**

Associate’s degree preferred; candidates actively pursuing or are willing to complete an Associate’s degree within a reasonable timeframe will be considered. A minimum of two years of practical work experience in sales management, communications, marketing, higher education student services, or a related field is required.

**Certification and/ or Licensure**

None

**Work Conditions/ Environment**

Office Setting, vehicle, and other indoor/outdoor venues

**Other**

None

**Acknowledgement of Receipt and Agreement**

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature