

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Admissions and Recruiting Coordinator**

Data Year: 2017

Prepared On: 11/10/2017

---

Department:	Admissions	Grade:	9
Reports To:	Director of Admissions	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	6
Approved By:	C Donovan, B Luallen	Effective Date:	07/01/2017
		Revised Date:	07/24/2017

**Role:**

Serves as an integral part of the college's enrollment management plan through recruiting events, activities, and admissions. Assist prospective students in the admissions and enrollment processes in the Admissions Office. Will work cooperatively with the Admissions Secretary in the Admissions Office to assist walk-on prospective students. Function as part of the team responsible for maintaining a student body of qualified persons through recruitment, admissions, advising, and event planning based on the goals of the college.

**Essential Functions & Responsibilities:**

- |   |     |   |
|---|-----|---|
| E | 55% | Recruiting: Schedules and coordinates visitations with high schools to speak with groups, counselors, and individual students. To market the college to prospective students and their parents by developing an on-going relationship with them wherein advising them on areas of study, degree requirements, and further options for post-secondary education. This will include maintaining detailed records of visits and of prospective recruits. Will develop and facilitate a plan to develop and maintain a professional relationship and personal contact with prospective recruits and their families. |
| E | 15% | Assists prospective and current students regarding areas of study, requirements, and additional options for post-secondary education and potential career opportunities as it pertains to the admissions process.   |
| E | 15% | Campus Events: Attends and assists with recruiting events and activities on-and-off campus e.g., College Planning Conferences (CPSs), Go Getter's, Senior Shootout, Career Days, High School Campus Visits, County Fairs, Summer Sports Camps, Xtreme Challenge, Spring Fiesta, All-Saints Days, and other events assigned by the Director of Admissions  |
| E | 10% | Advises and enrolls students into classes, develop student's program of study, and identify degree requirements to support the student in post-secondary education and career opportunities   |
| N | 5%  | Other duties as assigned by supervisor.   |

**Performance Measurements:**

1. To understand the responsibilities of the position.
2. To follow college policies and procedures, e.g. purchasing, budget, travel, social media, etc.
3. To develop, obtain, analyze, and utilize marketing and enrollment data for the improvement of admissions and recruiting activities.
4. To assess customer needs and evaluate customer satisfaction.

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Admissions and Recruiting Coordinator**

Data Year: 2017

Prepared On: 11/10/2017

---

5. To participate in College Planning Conferences, County Fairs, and other college/community events as assigned.
6. To maintain a professional work environment and businesslike appearance.
7. To conduct self in a professional manner and follow community life standards.
8. To be a role model to students.
9. To work a minimum of 40 hours per week Monday through Friday; with flex-scheduling in order to meet the responsibilities of the position.
10. To maintain a valid driver's license

**Knowledge and Skills:**

Experience Up to six months of similar or related experience preferred.

Education A Bachelor's degree.

Interpersonal Skills A high level of interpersonal skills is critical to the success of this position. Outside contacts become important and fostering sound relationships with other entities (internally and/or externally) is an important part of the job. Work frequently involves contacts with individuals on and off campus requiring considerable discussion of problems, material presentation, and resolving issues impacting departments or divisions.

Work involves extensive personal contact with others and/or can deal with confidential, personal information. A high level of trust and diplomacy in handling this information is critical to this position.

Other Skills Knowledge of:  
Working-knowledge and experience in using MS office applications, Outlook, and student managing systems such as Banner.  
Understanding of salesmanship skills is critical to this position.  
The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Bilingual in Spanish is preferred.  
The principles and processes for providing exceptional customer and personal services. This includes customer needs-assessment, meeting quality standards for services and evaluations of customer satisfaction.  
Writing document processes, reports, and activities related to student admissions.  
Understanding of FERPA laws, Americans with Disabilities Act (as amended), and other confidentiality standards must be adhered to.

Skills:

A high level of interpersonal skills is critical to the success of this position.  
Works frequently involves contacts with individuals on and off campus requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions.

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Admissions and Recruiting Coordinator**

Data Year: 2017

Prepared On: 11/10/2017

---

Documenting processes, reports, and activities related to student admissions processes.  
Communication effectively in writing as appropriate for the recruitment of students to college programs.  
Talking to individuals and groups to convey information effectively.  
Giving full attention to what other people are saying, taking time to understand the points made, asking appropriate questions, and not interrupting at inappropriate times.  
Assist with supervision of Work-Study students and Student Ambassadors assigned to the Admissions Office.

**Abilities:**

Works extensively with personnel contacts.  
Demonstrate high level of diplomacy and trust while handling confidential information.  
Utilize social media, including Facebook, Twitter, Pinterest, Tumblr, blogs and other sites as assigned.  
Use the Internet and electronic communication systems for research, information collection, and information dissemination.  
Learning additional software packages the college may acquire.  
Positively promote the college and convince students, parents, and high school counselors of the value of attending the college.  
Communicates (orally and written) with appropriate personnel including but not limited to instructors, division chairs, program coordinators, President and the administrative team to insure understanding, recognition, and support of all aspects of the college are effective and relevant to higher education and personal development.

**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly based on the requirement of the position.

Sitting for a period of 1 hour at one time with a total of 5 hours  
Standing for a period of 30 min at one time with a total of 2 hours  
Walking for a period of 1 hour at one time with a total of 1 hour  
Lifting up to 50 lbs. occasionally  
Carrying up to 50 lbs. occasionally  
Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling  
Bending, squatting, and reaching above shoulder level occasionally  
Keyboarding 3 to 4 hours daily  
Drive a vehicle and be exposed to dust fumes and gases occasionally  
Travel up to 4 hour (more occasionally) after regular 8 work hour day occasionally.

**Work Environment**

Typical office environment. Extensive local travel with an occasional overnight stay.  
Standing, walking, and talking for long periods occasionally during recruiting events.  
Occasional exposure to objectionable conditions or variations such as those found in variable weather.  
Work will include some weekends and evenings.

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Admissions and Recruiting Coordinator**

Data Year: 2017

Prepared On: 11/10/2017

---

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

---

Printed Employee Name

---

Date

---

Employee Signature