



Terra is pleased to announce the following open position:

All positions contingent on funding

POSITION

Position Title	Admissions Recruiter (Multiple Positions)
Reports to	Director of Admissions and Enrollment Services
Department	Admissions and Enrollment Services
Is this position a supervisory position?	No
Office Location	A 100

SCOPE

Summary of Posting

Manages recruitment territory for the College in an effort to build enrollment. Builds and maintains relationships with high school personnel, agency personnel, business and industry contacts; maintains communication with college stakeholders, and remains current in understanding and interpreting College practices, policies and procedures. Provides enrollment information services for students and plans and assists with outreach activities.

Job Responsibilities

Manages assigned recruitment territory for the College. Seeks opportunities for outreach to community-based organizations and agencies. Visits secondary schools, meeting with prospective students, parents, teachers, and guidance counselors. Coordinates visits to various community agencies to explain College's programs and services.

Builds relationships with high school and Tech center personnel, regularly communicates the status of various academic programs at the College. Understands and interprets applicable PSEO/Dual Enrollment regulations, policies, and laws. Remains well-versed in requirements for scholarships, grants, subsidized and unsubsidized loans, etc.

Plans and implements outreach activities, information, sessions, and parent-relations initiatives for various target market segments. Represents the college in additional admissions and enrollment services outreach activities.

Provides information for prospective students regarding the college's admission policy and practices, placement assessments, financial aid, programs of study, student support services, and student organizations.

Coordinates campus visits, tours of campus, and welcoming activities for prospective students and parents. Establishes and implements student ambassador program and provides training to ambassadors who serve the College.

When assigned, works individually and in groups with students to provide appropriate guidance and academic advising in such areas as academic planning, class and course

Receives and processes appropriate paperwork according to admission requirements.

Maintains an on-going positive relationship with college personnel on related activities, policies and procedures within their respective departments/divisions. Adheres to ethic

REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?

Associate Degree

What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?

One to three years related experience and/or training desired; demonstrated experience in presenting to both small and large groups in public settings required; direct experience in two-year college desired.

What field(s) should the training or degree be related to?

General Education, technical education, or related field.

Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list.

Valid driver's license required. Ability to be insured to drive College's vehicle required.

Items preferred, but not required (if applicable)

Knowledge

Proficient in word-processing and presentation software, internet, and e-mail.

Skills

Effective verbal, written, and listening communication skills.

Effective problem solving skills.

Abilities

Demonstrated ability to multitask and manage in a dynamic, changing environment desired.

Demonstrated ability to effectively communicate one-on-one, in small groups, and in classroom situations.

Demonstrated ability to work with a diverse group of students.

Demonstrated ability to advise students.

Other Characteristic
(Personality, Attitude, Social Presence, etc.)

Demonstrated ability to work as a team player, and collaborate with colleagues.

COMPENSATION INFORMATION

Job Classification	Support Staff
Job Type	Part-Time
Category	Non-Exempt (hourly)
Recruitment Type	External Posting open to general public
Union Position	Yes
Grade (if union position)	9
Work Schedule	20 hours per week, limited nights and weekends
Hiring Range (Min - First Quartile)	\$13.81 minimum per hour

ADDITIONAL POSTING INFORMATION

Job Open Date	22-Jun-09
For Full Consideration Apply By	3-Jul-09
Application Review Date	6-Jul-09
Job Close Date	open until filled
Required Application Materials	Cover letter; resume; official Terra application; Names and addresses of four references, one of whom must have been your supervisor.
Other Special Instructions	Please express your interest in this position by submitting your materials to: Terra Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

Terra Community College is an Affirmative Action/Equal Opportunity Employer

Administrative
Professional Staff
Support Staff
Faculty
Non-Credit Instructor
Student Worker

Full-Time
Part-Time

Exempt (salaried)
Non-Exempt (hourly)

Internal Posting for current employees only
External Posting open to general public
Internal - Current Staff Union Employees Only

Yes
No