



POSITION ANNOUNCEMENT

Student Recruiter

CAMPUS: Dublin

STATUS: Full-Time Non-Exempt

DUTIES: The Student Recruiter coordinates and implements student recruitment/admissions activities for Oconee Fall Line Technical College. The student recruiter plans and implements all student recruitment activities to include campus tours, recruitment material mailings, maintains a recruitment/inquiry database, and serves at the College's recruitment and community functions. Assist prospective students with the admission and readmissions process to include advisement of specific career paths. Receives and enters inquiries into the student information system and counsels students on placement scores if necessary. Collaborates with high school coordinators to assist high school recruitment events, dual enrollment events, and placement testing. Assists with the design and execution of special event projects and activities for the College. The Student Recruiter reports directly to the Director of Admissions.

MINIMUM QUALIFICATIONS: Candidates must possess a Bachelor's degree from a nationally accredited college and at least two years related work experience in secondary/post-secondary education admissions or administration. Preference given to candidates with Banner experience.

COMPETENCIES: Candidate must be skilled in the operation of computers and job-related software programs (Banner, LMS, KMS). Good oral and written communication skills. Skills in interpersonal relations and in dealing with the public. Good decision making and problem-solving skills. Effective human services skills such as coaching, mentoring, motivation, and tracking. Knowledge of the College's mission.

SALARY/BENEFITS: \$45,000 range. The salary for this position will be 100% funded with grant money. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

**Employment is contingent based upon successful completion of appropriate background checks.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. ***Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.***

Equal Opportunity Institution -

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator - Janet Smith, 478.274.7836

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643 or 478.553.2124