



TEMPLE COLLEGE
TEMPLE, TEXAS

Job Description

JOB TITLE: Coordinator, Recruiting Programs
FLSA: Exempt
SALARY LEVEL: Professional Level 2
DATE: October 3, 2008

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

Under general supervision of the Division Director, Student and Enrollment Services and Director of Recruiting and Retention, the incumbent will oversee the ongoing direction, development, delivery, assessment, and improvement of recruitment programs within Student and Enrollment Services. The incumbent must be proficient in archival, retrieval, reporting, and dissemination of student and College information. The incumbent must be familiar with laws and regulations regarding student information, including FERPA.

DUTIES AND RESPONSIBILITIES:

The incumbent will interact with staff and departments in Student and Enrollment Services to coordinate, collaborate, and communicate recruitment programs and events for prospective students.

The incumbent must be proficient in archival, retrieval, reporting, and dissemination of student and College information

Communicate and interact with staff, counselors and instructors at the ISDs who partner with the college for recruitment programs.

Meet, interact, and communicate with students during registration period.

Work collectively with campus employees associated with the TC College Connection and Connecting With Your Future.

Support and assist students and parents regarding inquiries about Temple College Admission policies, course scheduling, and Financial Aid assistance and assisting students with special needs request accommodations.

The incumbent must be proficient in archival, retrieval, reporting, and dissemination of student and College information.

Conduct intake appointments, provide academic related advising, and review forms for prospective students.

Assist in maintaining budgets within the directors of the Student Enrollment Services Division.

Provide basic office coverage of the Advising Center when staffing is out.

Must be knowledgeable of FERPA requirements and be willing to seek out new regulations and requirements that pertain to FERPA.

Maintain student confidentiality based upon FERPA requirements.

Operate and answer multiple telephone lines and assist with inquiries, screen and forward telephone calls.

Meet, coordinate, and implement plans with Temple campus and all partnering ISDs in service area.

Attend conferences to remain current and gain more knowledge on industry issues.

Perform miscellaneous job-related office duties as required.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree and 2 years of directly related work experience specific to the duties and responsibilities described.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of administrative and clerical procedures such as managing files and documents, word processing, and other office procedures and terms. Knowledge of Temple College admission policies, procedures, eligibility requirements, and academic scheduling. Knowledge of Temple College and Department of Education guidelines. Customer service and orientation skills, continuously finding ways to provide assistance to others. Communication skills to express information to others effectively. Ability to actively listen and understand what clients are communicating. Ability to manage time by organizing, planning, prioritizing, and accomplishing your work.

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

SUPERVISOR OF:

Work Study students

DIRECT SUPERVISOR:

Division Director, Student and Enrollment Services and Director, Recruitment and Retention.