

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months,	Title	CAMP RECRUITER/ADVISOR
Revised: 5-5-15	Department	COLLEGE ASSISTANCE MIGRANT PROGRAM
Level: Professional	IPEDS	OTHER PROFESSIONAL
FLSA: Exempt	Reports to	CAMP PROGRAM DIRECTOR

POSITION SUMMARY

Position will be responsible for identifying and recruiting qualified participants for Crowder College's College Assistance Migrant Program. The recruiter is responsible for working with migrant service providers, schools, businesses, and community agencies to facilitate student enrollment. This individual must demonstrate understanding and sensitivity to the needs of the migrant and seasonal farm worker community. Fluency in Spanish and English and willingness to travel/drive and work some weekend and nights are required. Position travels 70% of the time with occasional overnights required.

MAJOR FUNCTIONS

1. Identify and recruit prospective students in a designated market or recruitment territory
2. Plan and arrange regional and local travel to support recruitment efforts. This includes visits to schools, migrant labor camps, industries, migrant service providers, businesses and community events
3. Schedule recruitment activities on- and off-campus
4. Conduct office-based contact by mail, email, and phone with prospective students
5. Perform intake and enrollment procedures such as interviewing, determination of eligibility, and verification of migrant or seasonal farm work for each applicant
6. Maintain and document regular contact with applicants
7. Maintain a file with documentation for each potential student contacted but not enrolled
8. Report all recruitment activity and progress toward enrollment goals weekly to the Director
9. Assist with the support and development of the recruitment program, generate the operating procedures manual, and update information
10. Assist with orientation and pre-registration activities
11. Track completion of enrollment schedules for recruited students to ensure successful, frontline transition in to college
12. Serve as a student advisor when not recruiting
13. Accomplish other tasks related to enrollment and the operation of CAMP as designated by the program Director
14. Perform other related duties as assigned by the CAMP Director

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree required. Experience in recruiting college-age students or at-risk populations desired.
2. Fluency in Spanish and English languages required.
3. Valid driver's license required.
4. Demonstrated sensitivity to the needs of economically and educationally disadvantaged persons and genuine concern for migrant, low-income, and academically disadvantaged participants
5. Strong interpersonal, communication, and organizational skills required
6. Freedom from racial and ethnic biases
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Ability to perform basic CCSIS functions.
- Ability to perform basic word processing using MS Word.
- Ability to use EXCEL for tracking data
- Ability to develop and use PowerPoint presentations.

POSITIONS SUPERVISED

None.

WORKING CONDITIONS

1. Generally indoors with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours, but some evening and weekend hours will be required.
3. Travel, both overnight and day trips, will be required frequently.
4. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
5. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Some sedentary work, involving sitting, but will involve mobility within the campus and various sites
2. Input, access and distribute information using computers.
3. Ability to lift and carry 30 pounds when needed
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Fluency in both Spanish and English