

Specialist, Recruiting
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=248381>

Downloaded On: Nov. 13, 2024 1:58am

Posted Nov. 7, 2024, set to expire Nov. 29, 2024

Job Title	Specialist, Recruiting
Department	Recruiting
Institution	Austin Community College Austin, Texas
Date Posted	Nov. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Professional Staff Professional Staff Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

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[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Specialist, Recruiting

Job Description Summary:

To identify target markets of potential students, recruit students, build a diverse pipeline of applicants, and track progress to enrollment at Austin Community College (ACC).

Job Description:

Description of Duties and Tasks

- 1) Makes presentations and recruiting visits to provide information to prospective students about Austin Community College (ACC), including areas of study, college life, student support and resources, and career as well as transfer options.
- 2) Attends college fairs, visits schools and/or community organizations, conducts campus tours, and

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participates in other special events to recruit prospective students to the college.

3) Advises students; explains degree pathways, admissions and registration procedures, provides assessment and financial aid information, and other requirements necessary for enrollment.

4) Provides on-going quality communication, effective customer service, and advising support to prospective students by using consistent, effective outreach and follow-up contacts including in-person activities, phone calls, and digital communication; documents and tracks contact data into computer systems ensuring compliance with any regulatory requirements.

5) Provides support for establishing the long-range pipeline of student prospects, including visits to middle schools or support of summer youth activities popularizing a college-going culture.

6) Establishes and maintains an active role in the community in order to recruit prospective students.

7) Assists in developing recruitment and advising materials.

8) Maintains and updates records and files on recruitment activities along with collected student information using Constituent Relationship Management (CRM) Recruit and other software; creates and submits reports.

9) May staff College Destination Centers (CDC) when direct student support is necessary for enrollment campaigns or perform Enrollment Advisor duties as necessary.

Knowledge

- * Best practices for higher education recruitment and enrollment strategies.
- * College recruitment, admissions, procedures, programs, and careers.
- * Public relations and customer services principles.
- * Student database systems.
- * Constituent Relationship Management (CRM) Recruit or other contact management systems.
- * Multicultural education programs and systems.

Skills

- * Maintaining an established work schedule, which may include evenings and weekends.
- * Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- * Effectively using organizational and planning skills.
- * Public speaking skills in preparing and enthusiastically making individual and group presentations.
- * Interacting with persons of diverse backgrounds.
- * Maintaining confidentiality of work-related information and materials.
- * Able to collaborate with others in a team focused environment.
- * Able to quickly establish rapport and engage prospective students.

Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.

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Required Work Experience

- * Two years related work experience.

Preferred Work Experience

- * Two years experience in college student recruiting or advising.
- * Experience to include experience with Constituent Relationship Management (CRM) Recruit or similar software.

Required Education

- * Bachelor's degree.

Other Preferred Qualifications

- * Knowledge or experience with CRM (Constituent Relationship Management) Recruit or other contact management systems.
- * Writing communication skills including online and social media formats.
- * Bilingual in English and Spanish.
- * Knowledge of workforce and adult education programs.

Physical Requirements

- * Work is performed in a standard office or similar environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 20 pounds.

Safety

- * Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$47,840 - \$53,760

Number of Openings:

1

Job Posting Close Date:

November 20, 2024



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Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Hays-Campus/Specialist--Recruiting_R-6883

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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