

Recruitment and Enrollment Coordinator Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=250013>

Downloaded On: Dec. 12, 2024 2:54pm

Posted Dec. 6, 2024, set to expire Jan. 4, 2025

Job Title	Recruitment and Enrollment Coordinator
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Dec. 6, 2024
Application Deadline	01/04/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs Administration - Other
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Job Description	

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Recruitment and Enrollment Coordinator

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

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The Recruitment and Enrollment College Coordinator provides outreach and enrollment services for prospective students, focusing on low-income, first-generation, and multicultural populations. This role supports diverse student groups as they engage, apply, register, and transition to TMCC. A key component of this position is leading the **Men of Color Mentorship Program (MOC)**, which fosters academic success, personal growth, and professional development for male students of color through mentoring, workshops, and community engagement (learn more at MOC.tmcc.edu).

The Coordinator will implement a robust outreach schedule, participating in community events, nonprofit organizations, businesses, and high schools to promote TMCC and increase new student enrollment. Evening and weekend events are required. The Coordinator conducts workshops, college fairs, presentations, and other activities to assist new students with their application and registration processes. In addition to recruitment efforts, the Coordinator will collaborate with campus partners to provide seamless support to students as they begin their college journey.

This role requires an organized, flexible, and collaborative individual who will engage with students, community partners, and the campus community to champion the goals of MOC and other recruitment initiatives. The position operates from a cubicle in an open office setting, requiring comfort with shared workspaces and the ability to maintain focus and confidentiality in a dynamic environment. Additionally, this position requires mandatory overnight trips with students, ensuring their safety and engagement during off-campus activities and events.

Minimum Qualifications:

1. Bachelor's degree from a regionally accredited college/university, OR an associate degree with two additional years of experience (three years total).
2. At least one (1) year of experience in student support services, recruitment, or a related field.
3. Experience working with diverse and underserved student populations
4. Demonstrated understanding of the unique challenges and systemic barriers faced by men of color in education or career advancement.

Preferred Qualifications:

1. Master's degree.
2. Experience in a community college setting.
3. Experience working with high school students.
4. Experience with marketing in social media settings.
5. Public speaking experience.
6. Knowledge of Washoe county school district operations.
7. Experience managing student case loads.

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8. Experience in mentoring or providing direct support to young men of color.
9. Familiarity with career pathways, college enrollment processes, and support systems for educational advancement.
10. Proficiency in program planning, documentation, and data collection for program evaluation.
11. Bilingual in Spanish.

Major Responsibilities:

1. **Lead the Men of Color Mentorship Program (MOC):** Oversee the recruitment, retention, and engagement efforts for this vital mentorship program supporting male students of color.
2. Coordinate recruitment and retention for targeted student populations, including New Student Orientation and high school recruitment.
3. Act as a liaison between TMCC and assigned high schools.
4. Plan, organize, and execute recruitment events.
5. Support New Student Registration and Advisement for new TMCC students.
6. Serve as the point-of-contact for new student recruitment inquiries.
7. Conduct presentations and workshops to engage students, school counselors, faculty, parents, and other stakeholders in promoting TMCC programs and success strategies.
8. Participate in social media, videos, and promotional photography to enhance TMCC's visibility.
9. Maintain records for enrollment tracking and audit purposes.
10. Build and sustain partnerships with community-based organizations and school district staff.
11. Design culturally relevant programming for male students of color.
12. Foster a sense of belonging and community among students through intentional engagement and relationship-building activities.
13. Collaborate with internal departments to ensure a seamless transition for new students.
14. Provide direct enrollment support to prospective students in person and virtually.
15. Assist Summer Bridge operations.
16. Serve as a success coach/mentor for assigned students.
17. Be available for evening and weekend recruitment events as needed.

Salary and Benefits Information:

Salary: \$58,415 - \$73,019, salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)

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- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

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2) Cover Letter

3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

01/4/2025

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Recruitment-and-Enrollment-Coordinator_R0145499-1

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra

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Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

Contact Information

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

Contact

N/A

Truckee Meadows Community College

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