

Specialist, CE Recruiting & Advising
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251097>

Downloaded On: Jan. 10, 2025 12:49pm

Posted Jan. 7, 2025, set to expire Nov. 29, 2025

Job Title	Specialist, CE Recruiting & Advising
Department	Recruiting
Institution	Austin Community College Austin, Texas
Date Posted	Jan. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description	

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Specialist, CE Recruiting & Advising

Austin Community College

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.

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

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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, CE Recruiting & Advising

Job Description Summary:

General Statement of Job

To identify target markets of potential students, recruit students, and track progress in Austin Community College (ACC) Continuing Education (CE) programs and beyond.

Job Description:

Description of Duties and Tasks Essential duties and responsibilities include the following. Other duties may be assigned.

- Recruits students for Austin Community College (ACC) Continuing Education (CE) programs at evening, weekend, and day events.
- Makes individual and group presentations and recruiting visits to provide information to prospective students about ACC CE programs, including student support and resources, and

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career and transfer options.

- Advises and assists students on different programs, courses, required paperwork, financial assistance, and other entry issues.
- Meets recruiting and advising target goals as set by supervisor.
- Tracks students from first contact all the way to job placement, transfer, and/or other desired student outcomes.
- Works closely with the CE Team (Program Coordinators and Support Staff) and with other support personnel in the college to achieve enrollment and retention goals.
- Follows-up with all leads and interested students to provide guidance through the registration process with on-going quality communication, effective customer service, and advising support.
- Uses 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.
- Establishes and maintains an active role in the community in order to recruit prospective students.
- Assists in developing recruitment and advising materials.
- 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.

Knowledge Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- ACC Continuing Education programs.
- 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 Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Maintaining an established work schedule, which may include evenings and weekends.

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- 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 multicultural 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.

Required Work Experience

- Two years related work experience.

Required Education

- Bachelor's degree.

Preferred Work Experience

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

Other Preferred Qualifications

- Bilingual in English and Spanish.

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- Knowledge or experience with CRM (Constituent Relationship Management) Recruit or other contact management systems.
- Writing communication skills including online and social media formats.
- 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.

Salary Range:

\$47,840 - \$53,760

Number of Openings:

1

Job Posting Close Date:

January 16, 2025

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



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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/Austin-Community-College/Specialist--CE-Recruiting---Advising_R-6842

Contact Information

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

Contact

Recruiting

Austin Community College

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