

Manager, Student Outreach and Recruitment
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=257213>

Downloaded On: Jul. 25, 2025 5:08pm

Posted May 21, 2025, set to expire Sep. 18, 2025

Job Title	Manager, Student Outreach and Recruitment
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	May 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Administration - Other Administration - Student Affairs
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Job Description	

Posting Details

Position Information

Position Title: Manager, Student Outreach and Recruitment

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Requisition Number: SCA00835

General Description

Reporting to the Director, Admissions and Enrollment Management, the Manager, Student Outreach and Recruitment is a senior recruitment professional and is responsible for the day-to-day management of the Office of Admissions' outreach, recruitment, and Welcome Center functions. This position manages staff in the day-to-day performance of their jobs and ensures that department goals are met and adhering to approved budgets.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Manage all recruitment related events and activities, both on and off-campus.
- Manage all Registration events across all CCP locations.
- Provide leadership, direction and supervision to staff including training, performance management and evaluation to Welcome Center staff, part-time admission assistants, and all

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regional center recruitment staff.

- Manage the day-to-day operation of Welcome Center and recruitment staff; provide oversight to ensure quality control over information and other deliverables.
- Ensure excellent customer service to internal and external stakeholders; advise the Director of Admissions and Enrollment Management on matters pertaining to the functioning of assigned area.
- Manage outreach and recruitment activities, outcomes and effectiveness, including recruitment plan development, maintenance of the master recruitment calendar and recruitment van activity.
- Work with the Director of Admissions to develop individual and departmental goals as well as a plan for assessment and growth.
- Collect, share and analyze qualitative and quantitative data from recruitment activity; collect, analyze and share quantitative data on cohort conversion rates; provide oversight and direction to admissions recruiters for meetings, events and programs.
- Serve as Office of Admissions' liaison for issues related to outreach and recruitment with various College departments and divisions including academic departments, programs and services, marketing and communications, student life, as well as other enrollment services offices and external organizations and agencies.
- Coordinate collaborative efforts on web, publications and media for identifying, attracting, admitting and enrolling new students, including development and utilization of recruitment publications, creating and updating web pages for prospective students and coordinating purchasing functions.
- In collaboration with the Director of Admissions and Enrollment Management and Information Technology Services staff, resolve issues related to the Banner inquiry system.
- In the absence of the Director of Admissions and Enrollment Management, manage various administrative and supervisory matters, including serving as signatory for various personnel actions and timekeeping purposes.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Collaborate with external organizations including School District of Philadelphia, Graduate Philadelphia, Career Link and others.
- Manage collaborative programs including Opportunity Now, My Degree Now, Test Prep Program (with ESS), Returning to Learning (City Worker Discount), the College's shared programs, offsite placement testing and others.
- Other duties as assigned.

Minimum Qualifications

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- Bachelor's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- A minimum of three (3) years' experience in student outreach and recruitment in an academic environment required.
- Demonstrated experience supporting management of student engagement via a CRM, preferably Slate.
- Excellent face-to-face, verbal and written communication skills required.
- Strong management and supervisory experience that includes employee development and performance management skills required.
- Strong working knowledge of information technology used in academia or private industry as well as internet applications and PC based software.
- Knowledge of social media platforms and their use in recruitment.
- Exceptional problem-solving ability required.
- Access to reliable transportation required.
- Ability to lift and carry materials up to 30 pounds.

Preferred Qualifications

- A minimum of three (3) years' experience in student outreach and recruitment in an academic environment in a community college environment preferred.
- Experience working with people from a variety of culturally diverse backgrounds preferred.
- Experience in, and appreciation for, a collective bargaining environment is preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)

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- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 3

Min Salary/Hourly Rate: \$54,498

Max Salary/Hourly Rate: \$89,921

Job Posting Open Date: 05/19/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

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Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have a minimum of (3) years experience in student outreach and recruitment in an academic environment?
 - Yes

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- No
- 5. * Do you have supervisory experience that includes employee development and performance management?
 - Yes
 - No
- 6. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
 - Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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PI271508688

Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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