

**College Recruiter  
Brazosport College**

Direct Link: <https://www.AcademicKeys.com/r?job=261228>

Downloaded On: Aug. 19, 2025 6:13pm

Posted Aug. 19, 2025, set to expire Oct. 31, 2025

**Job Title** College Recruiter  
**Department** Recruitment  
**Institution** Brazosport College  
Lake Jackson, Texas

**Date Posted** Aug. 19, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other  
Administration - Student Affairs

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**Apply By Email**

**Job Description**

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**College Recruiter**

**Posting Number:** 70944

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Recruitment

**Job Summary/Basic Function:**

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The College Recruiter supports recruitment efforts by assisting in the execution of outreach events, engaging with prospective students, and promoting Brazosport College programs and services. This role focuses on providing excellent customer service, assisting with application processes, and managing follow-up through the college's CRM system.

Reports to the College Recruitment Coordinator.

- Support the College Recruitment Coordinator in executing recruitment events, including Gator Preview Days, high school visits, and community festivals.
- Assist in preparing event materials, setting up and breaking down event spaces, and ensuring a positive experience for prospective students and families.
- Conduct campus tours for individuals and groups.
- Staff information tables at on-campus and off-campus events, distributing college promotional materials and engaging prospective students.
- Provide general enrollment information and answer basic questions about college programs, admissions steps, and student services.
- Assist prospective students with completing ApplyTexas and basic financial aid steps as directed.
- Utilize the college's CRM system to respond to prospective student inquiries, document interactions, and manage follow-up communication.
- Make outbound calls, emails, and text messages to prospective students to encourage application completion and event attendance.
- Deliver flyers and promotional materials to high schools and community partners as needed.
- Offer guidance and support to peer recruiters during events to ensure smooth execution.
- Travel using college vehicles; evening and weekend availability required.
- Other duties as assigned.

### **Minimum Qualifications:**

- Associate degree required; bachelor's degree preferred.
- Valid driver's license and ability to operate college vehicles.
- Excellent communication and interpersonal skills.
- Ability to work flexible hours, including evenings and weekends.
- Strong organizational skills with attention to detail.
- Ability to use Microsoft Office applications and learn CRM systems.
- Customer service experience preferred; prior experience in outreach or student services is a plus.

### **Location:**

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Position is 100% on-site position.

**Desirable Qualifications:**

**Physical Demands:**

Ability to traverse the library and campus, lifting, handling, pushing, pulling, fine dexterity, vision, hearing, talking and ability to drive to off campus locations.

**Posting Date:** 08/15/2025

**Closing Date:**

**Open Until Filled:** Yes

**First Pool Date:** 08/25/2025

**Special Instructions to Applicants:**

It is a requirement for an official transcript, not a copy, documenting the minimum degree requirement or any relevant coursework if applying based on work experience be sent directly from the issuing institution to the attention of Human Resources at Brazosport College, 500 College Drive, Lake Jackson, TX, 77566.

To apply, visit <https://employment.brazosport.edu/postings/4628>

**Contact Information**

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

**Contact**

Recruitment  
Brazosport College

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