

TITLE: Recruitment Specialist

DEPARTMENT/DIVISION: Student Affairs

REPORTS TO: Director of Advisement

CLASSIFICATION: Professional

POSITION SUMMARY

Seminole State College currently seeks a highly organized Recruitment Specialist to join the Student Affairs team. This position is involved in the development and implementation of programming designed to identify, recruit, admit and advise prospective students. The Recruitment Specialist serves as a liaison, developing partnerships between the College, school systems, parents, alumni, and communities throughout the state. The candidate must have the ability to advise students individually and in groups regarding college admission, academic programs and support services. Previous experience in recruitment, admissions and advisement a plus.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- In close coordination with the director and key campus entities, plans and implements strategies designed to enhance student recruitment.
- Researches and implements best practices among creative student recruitment programs and strategies used at other institutions considered to be model programs.
- Assists in creating a comprehensive annual student recruitment plan and in developing measurable objectives.
- Assists in evaluating the recruitment program and in creating periodic reports as requested.
- Responsible for managing multiple social media accounts.
- Develops and maintains a thorough and comprehensive knowledge of academic programs and support services, including academic programs and courses, admissions requirements and available financial assistance.
- Represents SSC and presents information about admissions, programs and services at various events, such as classroom visits/presentations, college/career fairs and high school awards assemblies. Facilitate the planning, organization and implementation of special events, to include four-year college transfer events for SSC students.
- Contacts and meets high school counselors, teachers, and administrators to develop rapport, provide assistance and promote SSC programs and services.
- Communicate and support high school counselors/administrators in understanding and completing concurrent student enrollment procedures and documentation.
- Work with the SSC service area schools to be a main point of contact for concurrent students and other recruiting opportunities.
- Works with appropriate campus entities in the design and creation of recruitment brochures and related materials.
- Assists with enrollment at designated times by providing academic advisement services.
- Maintains a contact management/recruiting database and follow-up tracking system; keeps a record of all outreach events and activities.
- Performs scheduled mailings, electronic correspondence, phone calls and visits with prospective students.
- Fields telephone questions, emails, and social media inquiries from prospective students.
- Effectively use campus resources such as an issued phone and car pool resources.
- Works with Student Activities and the Campus Activities Board (CAB) to coordinate campus visits by prospective students.
- Works closely with various campus entities to facilitate a smooth transition for newly admitted students.
- Interpret policies and procedures to prospective students and the public.
- Conducts business outreach recruitment for service area businesses.

- Handles confidential information with tact and discretion.
- Performs related duties as requested or needed.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Considerable travel required. Must possess a valid Oklahoma driver's license.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** Bachelor's degree in related area required. Master's degree highly desirable. Demonstrated experience in promoting higher education to high school, non-traditional, and community college students. Knowledge and experience working with a diverse student population.
- **Skills:** Excellent organizational skills; accurate and detail orientated with ability to prioritize information in a timely manner; solid communication skills (written, oral and active listening); strong interpersonal skills; able to work effectively in team situations; possess an excitement and energy to recruit students to SSC. Experience with word processing, database, spreadsheets, and software for creating flyers, brochures, newsletters, etc.
- **Abilities:** Ability to work under minimal supervision and practice strong organizational and time management techniques; must be able to respond effectively in a variety of situations; able to work well in team situations; ability to multi-task; ability to innovate and lead and manage change in a positive and inclusive manner; ability to effectively organize, prioritize, and schedule work assignments. Ability to evaluate the effectiveness of the admissions process. Ability to establish and maintain cooperative relationships with schools, universities, community organizations, and other institutions.

Applications will be accepted until the position is filled. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

Email all documents to: HR@sscok.edu

or

SSC in an EEO employer committed to multicultural diversity.
SSC participates in E-verify.

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