



POSITION TITLE: College Recruiter and Admissions Specialist – Trinidad Campus

POSITION STATUS: 12 month, full time

FLSA STATUS: Exempt

REPORTS TO: Director of Student Life, Recruiting, Outreach & Conduct

SUPERVISES: N/A

Position Summary:

This person is directly responsible for the recruitment of traditional undergraduate and non-traditional students to the College. The position is based on the Trinidad Campus but travels in the service area, Colorado and surrounding states. The recruiter will manage all aspects of the admissions funnel for prospective students within an assigned geographic territory. Extensive travel (including evenings/overnights/weekends), valid driver's license or ability to arrange for transportation, and the ability to lift 10-15 pounds are expected. Develops, maintains, manages database of prospective students. Assists in planning, coordinating and executing recruiting and outreach promotions, activities and events. Works collaboratively with faculty, staff and external resources to achieve the Campus' enrollment and outreach objectives. Position reports to the Director of Student Life, Recruiting and Outreach.

Duties and Responsibilities include:

1. Manage all aspects of recruiting efforts for specified territory/academic programs in order to meet stated recruitment goals.
2. Utilize CRM to effectively manage territory. Demonstrate proficiency with banner, recruit and related student information databases.
3. Develops, maintains, manages and analyzes prospective student database. Executes marketing, recruitment and outreach activities and campaigns with the intent of achieving recruitment targets.
4. Build relationships with and assist prospective students throughout all phases of the enrollment cycle (inquiry through enrollment).
5. Conduct appointments, walking campus tours, and group information sessions for prospective students and their families.
6. Conduct phone, e-mail and other contacts with prospective students throughout the admissions process (freshman, returners and transfer).
7. Represent Trinidad State Junior College at college fairs, high schools, career nights, financial aid nights, and other off-campus events.
8. Actively develop and execute recruiting activities, including but not limited to: letter campaigns, call campaigns, events, high school visits,
9. Excellent communication. Provide regular feedback to supervisor and recruiting team on prospects, calendar and requests.

10. Demonstrate expert knowledge of college offerings, programs, certificates and degrees. Work with faculty and staff to learn program requirements, changes and updates.
11. Public Speaking. Develop and continuously update a TSJC presentation to use in outreach activities in the community. Share presentation with small and large groups as requested.
12. Build relationships with parents, guidance counselors, and other external constituents.
13. Promote and adhere to the Mission of the College and employee handbook.
14. Maintain and develop relationships with faculty and staff of the College.
15. Performs other services as deemed reasonable by the Director of Student Life, Recruiting, Outreach & Conduct.
16. Possess strong communication, interpersonal, and customer service skills.
17. Ability to work independently and as a part of a team.
18. Proficient in the usage of computer programs (Microsoft Office) and other technologies required.
19. Demonstrated commitment to diversity and experience with promoting inclusivity required.
20. Attention to detail and ability to multi-task; determination to meet recruitment goals
21. Conducts campus tours to showcase the campus' offerings and introduce prospective student enrollees to school administrators, faculty and students.
22. Makes 40+ outbound calls weekly to set appointments with prospective students to come visit the campus.
23. Ensures prospective students complete all required enrollment forms (e.g., Enrollment, Application for Admissions, Transcript Request, Financial Aid, Placement Test, etc.).
24. Assists with and attends orientation of newly enrolled students to ensure a positive start to their educational experience with Trinidad State.
25. Accurately and completely explains educational programs, expected outcomes, student services, and financial consideration to prospective students, parents, and educators.
26. Conducts follow-up meetings with all applicants to ensure on-going interest and successful enrollment.
27. Communicates with students via regularly scheduled one-on-one phone calls, letters, emails and other events to ensure potential student is prepared to successfully start school.
28. Schedules group events to facilitate networking among potential graduate students and to ensure that they are prepared to start school.
29. Expert knowledge of TSJC institutional scholarships. Provide support and follow up to prospective students with the scholarship application process and follow up.
30. Excellent customer service. Assist with answering general phone calls. Support customer service and response of the TSJC 800 number and general information questions
31. Represents the College at internal and external functions as needed.
32. Plans and develops outreach activities for middle school, high school and current college students. Examples include College for Kids, Girls in the Middle, Guys Reaching Incredible Potential, Concurrent Support, Placement Testing support, Career Fair, etc.
33. Supports admissions team through banner process, new student orientation, student ID processing and related onboarding activities.
34. Develops a presence and professional relationships at the Trinidad workforce center as outreach support to local nontraditional students.
35. Other duties as assigned.

Position Qualifications

Required:

- Associates degree (Bachelor's preferred)
- One to two years of successful sales, marketing or recruiting experience.
- Understands and demonstrates the importance of communication and customer service.
- Understanding of the mission of the community college and programs typically offered at a community college.
- Proficient in Microsoft office. Prepared to learn CRM and SIS related to recruiting.
- Proven ability to work as a team player, appropriately exhibiting a positive attitude and sense of humor.
- Must hold a valid driver's license and be willing to travel.
- Must hold, or must qualify for and obtain a Colorado Commercial Driver's License.

Preferred:

- Bachelors degree
- Three or more years of successful sales, marketing or recruiting experience.
- Previous successful experience in marketing educational programs and in the recruitment of students.
- Experience working in banner student information system.
- Experience working in Recruit software.

Special Requirements:

The successful candidate must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.

Salary

Salary is in the low thirties but will be finalized based on the education and experience of the successful candidate. Excellent benefit package including retirement and health insurance is available.

Application Instructions

For consideration, an applicant must submit the following by the closing date:

- A letter addressing the professional qualifications listed in the position description;
- A current resume;
- Transcripts (of highest education attained; unofficial are sufficient); and
- Three (3) current references. Include addresses and telephone number contact information.

Closing

Closing date for receipt and consideration of candidates is July 19, 2019 at 5:00 p.m.

Incomplete applicant files may not be considered. Screening of applications to begin immediately.

Proposed starting date: ASAP

SUBMIT ABOVE APPLICATION MATERIALS TO

TSJC Search Committee, Recruiting and Admissions Specialist
ATTN: Human Resources
600 Prospect Street
Trinidad, CO 81082
(719) 846-5534
Email: lorrie.velasquez@trinidadstate.edu
Fax: (719) 846-5064 (direct fax, does not require cover sheet)

Inquiries

Lorrie Velasquez, Human Resources – (800) 621-8752, ext. 5534 or (719) 846-5534
Kerry Gabrielson, Vice President, Student Services – (800) 621-8752, ext. 5643 or (719) 846-5643

NOTICE OF NON-DISCRIMINATION

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Trinidad State Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in its education programs and activities.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5534. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

CAMPUS SECURITY

This position has been identified by the U.S. Department of Education as a Campus Security Authority. As a Campus Security Authority the incumbent in this position is required to report all crimes that they become aware of to the Vice President of Student Affairs, Dean of Students or Human Resources Department at Trinidad State Junior College.

This position must report all incidents, whether directly or indirectly, that you become aware regarding Civil Rights, which includes all sexual misconduct incidences, to the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of student training and awareness programming in campus housing regarding unlawful discrimination and harassment prevention, which includes sexual misconduct, in collaboration with the Equal Opportunity/Title IX Coordinator for the College.

This position is responsible for development of primary prevention and awareness programs in campus housing for incoming students as well as ongoing prevention and awareness campaigns pursuant to the Violence Against Women Reauthorization Act on dating and domestic violence, sexual assault, and stalking, in collaboration with College staff responsible with overseeing Clery Act compliance.

NOTICE TO ALL APPLICANTS

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE JUNIOR COLLEGE

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at: <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report please contact 719-846-5618

ABOUT TRINIDAD, COLORADO

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf course is one of the best in the state. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

For more information about Trinidad State Junior College or the Trinidad and Las Animas County, Colorado, area – please visit the following websites:

- www.trinidadstate.edu
- www.historictrinidad.com
- www.trinidadchamber.com

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report, please contact 719-846-5618

TSJC MISSION STATEMENT

Enrich our diverse communities through qualify educational experiences and lifelong learning.