NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Advisor/Recruiter

**Department:** Student and Outreach Services
**Job Status:** Full Time
**FLSA Status:** Exempt
**Reports To:** Director of College Connection
**Grade/Level:** Admin/Prof
**Amount of Travel Required:** As needed
**Work Schedule:**
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor or as dictated by scope/nature of position

**Contract Length:** 12 months

**GENERAL STATEMENT OF DUTIES:**

The Advisor/Recruiter is responsible for recruiting students for all programs, both degree and certificate, at NTCC. This person will work closely with the faculty and staff of NTCC, area principals and counselors in the high schools, civic and religious organizations, and area businesses to optimize his/her ability to inform prospective students about the programs available to them at Northeast Texas Community College.

**MAJOR RESPONSIBILITIES:**

- Assist with student advising activities during peak registration times and during summer MY EAGLE orientation.
- Assist in developing, coordinating, and implementing procedures for recruiting prospective students.
- Assist in coordinating the academic recruitment program by including instructional personnel in campus tours and organizational visits.
- Visit high schools, civic and religious organizations, businesses, agencies, etc. as part of the total student recruitment effort.
- Develop and Coordinate the NTCC Student Ambassadors program.
- Conduct campus tours during the summer months and participates in the planning and development of special events and programs.
- Assist in the development and execution of all Community Partnerships grant activities and function as a liaison to all area high schools.
- Coordinate with counselors, teachers, students, parents, organizations, agencies, etc. in seeking general campus or visitor information.
- Make effective group presentations relative to the appeal and characteristics of a community college.
- Assist students in selecting appropriate options for programs of study.
- Ability to relate with a diverse population in a professional, helpful manner.
- Ability to work independently while supporting a team effort.
- Ability to organize, prioritize, and follow multiple projects and tasks through to completion.
• Energetic presentation, communication, writing, and interpersonal skills.
• Prepare reports on recruiting activities and accomplishments.
• Assist in the development of the college Recruitment Plan and Yearly Calendar.
• Work with students and area universities to assure students have a seamless transfer into university programs.
• Assist in the planning and execution of recruitment and retention activities.
• Other duties as assigned.

POSITION CHARACTERISTICS:

This person must demonstrate an understanding of the community college philosophy. This person must also have a general knowledge of the functions of Enrollment Management and the certificates and degrees available at NTCC. Knowledge of Texas Success Initiative guidelines is important. Travel and some evening and/or weekend work is required. The recruiter must establish and maintain a positive working relationship with high school principals and counselors, area businesses and organizations, and the faculty and staff of NTCC.

MINIMUM QUALIFICATIONS:

Bachelor’s degree required Master’s preferred. Experience working in a college or university is preferred. Applicant must possess a valid driver’s license and a means of transportation. Ability to understand and fluently speak Spanish required. Must be able to travel and occasionally work evenings and/or weekends. Applicant must show evidence of being a self-starter as well as the ability to work well with others.

SIGNATURES:

_________________________________________  ______________________
Advisor/Recruiter  Date

_________________________________________  ______________________
Director of College Connection  Date

_________________________________________  ______________________
Vice President for Student and Outreach Services  Date

_________________________________________  ______________________
President  Date