

Coordinator of Technical Education Recruiting

Reports to: Director, Northern – Outreach and Workforce Development

Classification: Full-time, 12-month Employee

Pay Status: Academic Management Support, Exempt

Fringe Benefits per Board Policy

Starting Salary: \$31,000 - \$34,000

Updated: April 2023

Position Overview: This position reports to the Director of Outreach and Workforce Development for the Northern Service Area and is responsible for recruiting students into technical education programs. This position will develop recruiting materials and assist with recruiting for all technical education programs. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Primary Duties

1. Recruit students into technical education programs at all institutional sites;
2. Focus on maintaining viable enrollment numbers in technical education programs at all sites, especially the new Mitchell Career and Technology Center;
3. Conduct high school visits, and represent NCCC at college planning conferences and other recruitment functions as it relates to technical programs;
4. Coordinate with technical program directors/instructors to ensure program materials and information are up-to-date;
5. Coordinate with technical program directors/instructors on school visits and special technical education days or fairs;
6. Represent NCCC technical education programs when program personnel are not available;
7. Coordinate with admissions staff to ensure consistent information is disseminated regarding all of NCCC programs;
8. Plan on-campus recruiting programs for prospective students in technical program areas;
9. Maintain a database of prospective students with interest in technical programs and ensure regular contact with those students through mail, phone, email, and social media correspondence;
10. Coordinate the dissemination of information to prospective students throughout the NCCC service area and beyond, as appropriate;
11. Participate in the development of student recruitment, strategies, and written materials in the area of technical programs; assist in the development and revisions to student publications and promotional materials to ensure technical program inclusion and nontraditional student participation;
12. Serve as the initial liaison between the students and the technical program advisors, which could involve assisting students with the admission and enrollment processes; and
13. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

1. Excellent interpersonal skills, excellent communication skills, ability to work effectively with all levels of employees. Ability to project a positive and professional image to students and employees.
2. Ability to appropriately exercise independent initiative and judgment.
3. Experience speaking to small and large groups, experience with social media, and fluent in Microsoft Word and presentation software (PowerPoint).
4. Sensitivity to, and awareness of, confidential materials.

Education and Experience

- Associates degree required; bachelor degree preferred.
- 1-2 years' experience in admissions/advising/retention/sales/marketing activities preferred.
- Experience in or with a technical program preferred.

Working Conditions

1. Normal office working environment.
2. Ability to sit in an office chair for long periods while operating a personal computer is required.
3. The employee is required to walk extensively, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Travel will be required. Reliable transportation required.
6. Ability to occasional lift and transport items weighing up to 10 pounds is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours and weekends.

Application:

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to: Human Resources Director, Coordinator of Technical Education Recruiting, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers. Review of applications begins upon receipt.

NCCC is an EOE/AA employer

Background and Motor Vehicle/Driving Record Checks

"All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment."

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>