Job Title: A.S. Recruiter/Advisor

Reports to: Director, Career and Technical Education
FLSA Status: Non-Exempt
Level: 117
Position Class: C9990

Job Summary:
Proactively implements college-wide recruitment and marketing initiatives for the A.S./A.A.S. degree program that continuously improve the communication between the College and the community. Provide informational advising to students concerning choice of career and technical education degree needed to accomplish the students’ academic and career goals.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Seeks and researches new information about the College to convey to the community.
2. Represents the College at high school visits, expositions, corporate visits, and other recruitment-related events.
3. Disperses information to the public, students, and faculty by telephone call, mailings, information sessions, public speaking engagements, and classroom presentations.
4. Works with Director to assist faculty in the promotion of specific academic programs.
5. Ensures that all prospective students inquiring about the College receive follow-up contact.
6. Encourages a team-centered approach to college-wide recruitment initiatives and coordinates college-wide recruitment events such as Open House and the Guidance Counselor Breakfast.
7. Performs clerical tasks related to job responsibilities and departmental projects such as data collection and analysis and monthly and annual recruitment reports.
8. Queries prospective students information from a contact management database.
9. Furnishes students with information about State College of Florida, Manatee-Sarasota’s programs to meet students’ academic and College goals.

10. Provides information advising, and assists the CTE Director and CTE Specialist with developmental advising regarding prospective students’ choice of A.A.S/A.S. degrees to meet their academic and career goals.

11. Explains the prerequisites requirements to students for placement in academic courses.

12. Procures and discusses resource materials to assist students in planning career & educational goals.

13. Performs related duties as required.

**Job Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s Degree required. Two to four years’ related experience in marketing and/or sales in an academic environment, student services, student development or related area.

- **Supervisory Experience:**
  The job requires no supervisory experience.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, prospective students and the general public.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  To perform this job successfully, an individual should have intermediate knowledge of word processing and spreadsheet software; basic knowledge of database software, the Internet, and presentation software; must be proficient in current College email and database system.
• **Certificates and Licenses:**
  Valid Florida driver’s license.

**Responsibility for People and Property:**
Not responsible for people or property.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with all levels of College staff.

- **External Contacts:**
  Position has contact with the general public, business and industry, school counselors, educators, high school students, and parents.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk, climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Knowledge of the College’s mission, purpose, and goals.

2. Customer Service: All SCF employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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