

**SALEM COMMUNITY COLLEGE  
POSITION DESCRIPTION**

**Position Title:** Recruiter

**Salary Grade:** 20

**Minimum Qualifications:**

**Education:** Bachelor's degree required; Master's degree preferred.

**Experience:** Minimum of two years working in higher education preferable at the community college level. Preference will be given to candidates with direct experience working in admissions and recruitment.

**Skills/Abilities:**

1. Ability to work with diverse academic, cultural, and ethnic backgrounds of community college students and staff.
2. Training and experience working with students and providing good customer service.
3. Competency in the utilization of computer technology used for communication, testing, and the entering, storing, retrieving, and reporting of data related to student acceptance and admissions records.
4. Knowledge of admissions and recruitment procedures.
5. Knowledge of the components involved with recruiting of high school and transfer students.
6. Knowledge of recruitment and marketing strategies with a strong desire to reach out to high school and transfer populations who are potential candidates for admission to SCC.
7. Familiarity with NJ Transfer and other transfer initiatives.
8. Knowledge of the Accuplacer, CLEP, MapleSoft, and NET test administrative procedures as well as experience with learning pattern assessment.
9. Excellent written and verbal communication skills with a special emphasis on public speaking.
10. High level of energy and enthusiasm.
11. Evening and some weekends required. Travel necessary.

**Reporting Structure:**

Reports to: Director of Enrollment and Transition Services

## **Responsibilities of the Position:**

1. Defines and implements an effective recruitment strategy for Salem Community College.
2. Serves as the liaison to all Salem County high schools including the Salem County Vocational Technical School. (Institutional Priorities 5, 7)
3. Responsible for recruitment activities for special populations such as NJ Stars and School Counts. (Institutional Priorities 5, 7)
4. Assists in organizing, implementing, and assessing processes related to the college's admissions and enrollment services programs.
5. Implements and carries out all policies and procedures pertaining to the overall admissions function of the college including but not limited to receiving applications, recording admissions status, creating admissions files, conducting follow-up correspondence, and referring transcripts for evaluation for all students including international students.
6. Assists students in the completion of the admissions process.
7. Assists with tours and campus visits.
8. Ensures admission data is appropriately entered into the college data management system.
9. Responsible for remaining abreast of current and new technology related to recruitment.
10. Serves as administrator for testing procedures and administers and enters data related to all College testing services and learning pattern assessments.
11. Works collaboratively with liaisons from county high schools in all functions related to testing, touring, applications, and admission. (Institutional Priorities 5, 7)
12. Responsible for the security and confidentiality of student files.
13. Serves as an effective member to appointed college committees.
14. Other duties as assigned.

Position is open until filled; however, preference will be given to submissions received by **July 16, 2010**. Qualified candidates should send a letter of application outlining how their qualifications meet the requirements of this position, a current resume, and the names of 3 references to: [employment@salemcc.edu](mailto:employment@salemcc.edu). Please include the name of the position you are applying for in the subject line.