

Recruitment and Outreach Specialist Lee College

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Posted May 13, 2024, set to expire Mar. 28, 2025

Job Title	Recruitment and Outreach Specialist
Department	
Institution	Lee College Baytown, Texas
Date Posted	May 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar Communications/Public Relations
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Job Description	

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Recruitment and Outreach Specialist

Salary:

Job Type: Full-Time

Job Number: FY2300430

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$48,770 - \$56,087. The initial salary offer is commensurate with education and related work experience.

The Recruiter identifies prospective students from lists provided by our educational partners, from marketing campaigns that collect information from interested people, and through direct interactions during school visits and outreach activities. The Recruiter provides prospective students with information on programs and services offered by Lee College and opportunities to connect to people at the College. The Recruiter helps prospective students develop a plan to attend Lee College, guides their progress through the admission and enrollment process, and assists them when they encounter obstacles. The Recruiter collaborates effectively with college Coordinators, Dual-Credit Advisors, Chairs of Academic and Applied science divisions, staff who oversee the First Year Experience, staff in the Office of Marketing and Communication, and others across campus. The Recruiter reports to the Director of Recruitment and Outreach.

Essential Duties & Responsibilities

- Provide excellent customer service within a high-volume call center environment, including outreach calling campaigns.
- Develop lists of prospective students, provide them with relevant information and opportunities to connect to the college, help them develop a plan to attend college, and guide them through the admission and enrollment process.
- Work with the Director of Recruiting and Outreach to plan, implement, and evaluate activities and programs to attract prospective students to the College.
- Work with College Coordinators and Dual-Credit Advisors to identify prospective students and recruit them to Lee College.
- Work with Division Chairs and staff who oversee the First Year Experience to connect prospective students to faculty and staff who can inform prospective students about specific career paths and how to be a successful college student.
- Travel to area schools to present College at service area schools and attend day/night/weekend college fairs, career days, and other community events.
- Present information about college admissions, financial aid, degree options, and student life to prospective students.
- Input data in PeopleSoft and provide monthly reports regarding onboarding for the caseload; conduct phone calls to prospective students; conduct campus tours and assist students and parents.
- Manages a recruitment caseload made up of area high schools, businesses, and community

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events.

- Provide excellent customer service to school districts, businesses, and prospective students.
- Foster and cultivate collaborative relationships with other campus departments and positions.
- Assist with registration events, new student orientations, and the Student Ambassador program.
- Communicate internally and externally with students, parents, and stakeholders by e-mail, phone, Chat, face-to-face interactions, direct mail, and web.

Additional Duties & Responsibilities

- Responsible for assisting in projects assigned by the Director of Recruitment
- Maintain knowledge of college programs of study, admissions, registration, financial aid, counseling processes, and community resources
- Ability to utilize technology to attract and communicate with prospective students and families
- Create a welcoming and engaging environment to connect with new students
- Assist with the development of enrollment marketing publications and communications (viewbook, open houses) in collaboration with the Marketing department
- Perform other duties as assigned

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's (or higher) degree
- Two (2) years of related experience
- Must have excellent customer service, communication, and interpersonal skills, including the ability to communicate complex information to multiple audiences and to work collaboratively and professionally
- Knowledge of Microsoft Office products (i.e., Word, Excel, PowerPoint, and Access) and willingness to learn new applications
- Excellent organizational skills, self-starter with strong time management skills
- Able to multi-task and work under conditions of high stress and high volume during peak periods
- Demonstrated ability to work in a fast-paced, deadline-oriented environment
- Must be available to work evenings and weekends as needed

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic

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information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4503656/recruitment-and-outreach-specialist>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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