

Admissions Recruiter, City College for Municipal
Employment
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251501>

Downloaded On: Jan. 15, 2025 5:28am

Posted Jan. 14, 2025, set to expire May 8, 2025

Job Title Admissions Recruiter, City College for Municipal
Employment
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 14, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Admissions/Student Records/Registrar

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Job Description

Posting Details

Position Information

Position Title: Admissions Recruiter, City College for Municipal Employment

Requisition Number: SCA00793

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General Description

The Admissions Recruiter, City College for Municipal Employment (CCME) is primarily responsible for student outreach initiatives by developing and implementing strategies that serve to bridge student academic and career needs and goals with non-credit/workforce and CTE programs offered at the College. Reporting to the Director, Non-Credit and CTE Recruitment and focused primarily on recruitment for the City College for Municipal Employment (CCME), this position requires an outgoing, team-oriented, articulate individual who coordinates outreach activities with secondary schools, city and community agencies, City of Philadelphia municipal hiring departments, external program initiatives, and other targeted markets. These activities include large and small group presentations (onsite, offsite and remotely), education fairs, community festivals, and individual appointments. This position requires participation in recruitment events on evenings and weekends to build the reputation of the College and provide detailed information about academic and workforce program opportunities, scholarships, financial aid, and campus life.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

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- Facilitate enrollment process of students.
- Ensure appropriate and timely information is provided to students to assist them in moving from inquiry to applicant to enrollment.
- Review transcripts of students with prior earned college credit to assist with next steps in the enrollment process.
- Coordinate campus visits for future students including, but not limited to, information sessions, tours and/or individual appointments.
- Conduct intake of each future student to accurately facilitate placement and program fit, in addition to providing core information about the financial aid process.
- Coordinate outreach activities with city and community agencies, City of Philadelphia municipal hiring departments, external initiatives and other targeted markets, involving small group presentations, education fairs, community festivals and individual appointments.
- Operate the college recruitment van when appropriate for promotional and recruitment activities.
- Conduct follow-up via telephone, email, live chat and other methods of communication with future students through information received from inquiry and student applicant pools.
- Collect, research and analyze data to generate reports that aid in data-driven decisions to move future students through the enrollment process.
- Collaborate with CCME team members and other relevant College departments on strategies to attract and inform prospective students.
- As the appointed Enrollment Management team member to CCME, participate in regular team meetings regarding recruitment and enrollment strategy.
- Design and deliver presentations using various software and technologies and stay current with emerging trends in social media and promotion.
- Deliver strong customer service as a point of contact for inquiring students and applicants in a professional and timely manner.
- Generate enrollments by advising students throughout the enrollment process.
- Plan, organize and execute recruitment travel itinerary within the county. Represent the College at events including college fairs and school visits.
- Complete necessary administrative functions related to data management and written communications.
- Perform assigned duties in a manner consistent with the mission, goals, and core values of the College.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Other duties as assigned.

Minimum Qualifications

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- Bachelor's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Minimum two (2) years of experience in higher education admissions recruitment, sales, marketing or other recruitment experience required.
- Demonstrated ability to meet complex goals and collaborate with various departments on key initiatives required.
- Demonstrated knowledge of college admission, financial aid processes and community outreach required.
- Demonstrated competency in planning and delivering presentations via electronic media including webinars/webcasts required.
- Demonstrated competency in organizing data and preparing reports required.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel and PowerPoint) and familiarity with creative presentation software, such as Prezi, and integrated management software systems required.
- Ability to communicate with prospective students via social media modalities such as Facebook, chat sessions, and Twitter required.
- Excellent interpersonal, written and oral communication skills; confidence speaking in small/large groups and with people from diverse backgrounds; and comfort engaging in sales oriented communication required.
- Self-motivated with the ability to work/travel independently and set priorities to achieve goals/objectives required.
- Demonstrated ability to foster a cooperative team-focused work environment required.
- Knowledge of trends in college admission and understanding of the admission process required.
- Exceptional organizational planning skills and ability to collaborate with others required.
- Ability to work effectively with an ethnically and culturally diverse campus community required.
- Valid driver's license and access to personal vehicle required and ability to drive and utilize the college recruitment van required.
- Ability to work evenings and/or weekends as required.

Preferred Qualifications

- Experience in the design, implementation and assessment of higher education recruitment initiatives is preferred.

Work Location: Main Campus

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Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 1

Min Salary/Hourly Rate: \$41,208

Max Salary/Hourly Rate: \$54,000

Job Posting Open Date: 09/23/2024

Type of Position: Administrator

Employment Status: Full-Time

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Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?

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- No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have two (2) years of experience in higher education admissions recruitment, sales, marketing or other recruitment experience?
- Yes
 - No
5. * Do you have experience in the design, implementation and assessment of higher education recruitment initiatives?
- Yes
 - No

Documents Needed to Apply

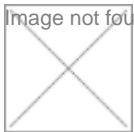
Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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PI259511344

Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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