



SOUTHWEST TEXAS JUNIOR COLLEGE

Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

Phone: (830) 591-7330 | Fax: (830) 591-7340

swtjc.edu | human.resources@swtjc.edu

EMPLOYMENT OPPORTUNITY

Title: Recruitment and Engagement Specialist (3 positions available) **Job ID:** 212226710101

Campus: Del Rio, Eagle Pass, Uvalde

Closing Date: Until Filled

Job Duties: Works diligently to help students get connected and involved on campus in order to maximize their collegiate experience. Through a variety of events, services, and resources, the incumbent provides students with opportunities to connect to the College and to other students. Works to enhance the social, intellectual, and developmental growth of students. Collaborates and communicates effectively with a broad range of college personnel and community members. Manages the daily activities of the student lounge and manages a small student staff. Responsible for conducting campus tours, information requests, community events and parades. The Student Activities/Recruitment Specialist must possess strong problem-solving skills, organizational skills, and oral/written communication skills. This position will support the development, coordination, and implementation of community outreach, recruitment and retention programs and activities based on the overall enrollment management objectives as prescribed by the strategic priorities of Southwest Texas Junior College under the leadership of the Director of Student Recruiting and Engagement. Performs other duties as assigned.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Makes presentations and recruiting visits to provide information to prospective students about Southwest Texas Junior College, including areas of study, college life, student support and resources, and career as well as transfer options.
2. Collaborates with the Outreach Department, to plans and participate in college fairs, visit schools and/or community organizations, conduct campus tours, and participate in other special events to recruit prospective students to the college; includes participation in parades that require out-of-town travel occurring outside of regular working hours.
3. Engages students in every stage of the admissions pipeline with the goal of transforming prospective students into applicants and applicants into enrolled students and enrolled students into graduating students.
4. Provides on-going quality communication, effective customer service, and advising support to prospective students by using consistent, effective outreach and follow-up contacts including in-person activities, phone calls, and digital communication; documents and tracks contact data into computer systems ensuring compliance with any regulatory requirements.
5. Develops and implements student workshops, seminars, orientations, events, and activities.
6. Establishes and maintains an active role in the community in order to recruit prospective students.
7. Assists in developing recruitment and advising materials.
8. Maintains and updates records and files on recruitment activities as well as expenditure files and works to complete purchase orders, purchase requisitions, vehicle request forms, etc. in a timely fashion and according to Business Office guidelines.
9. Guides students, faculty, and staff to the proper personnel regarding college programs including, disability services, advising, tutoring, student activities/life, clubs, and organizations, etc.
10. Advises the Student Activities Board.

Salary: Professional Group II; 12-month position

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree education, student personnel development, educational/organizational leadership, or related field.

Experience & Training: Previous experience working in a higher education setting specifically in student activities/student life, organizing student events, and/or managing and developing student staff. Experience working with economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Must possess the required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Bilingual (English/Spanish) preferred. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC.

SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution