



Job Title: Student Recruiter

Job Open: 09/29/2015

College: System

Requisition #: 004940

Job Closed: 10/13/2015

Job Summary:

Develop and implement a comprehensive recruitment plan that includes: maintaining a strong presence in targeted schools and communities, collaborating with targeted Middle and High Schools, Community Based Organizations, and college program areas.

- Conduct information sessions on admissions requirements for internal students.
- Attend recruitment functions of high schools, colleges, community fairs, etc.
- Develop networks with social service agencies to bring HCC programs to the attention of their clients.
- Host recruiting fairs throughout the year to attract new students to HCC.
- Develop a data management student tracking system.
- Keep accurate records of all students who express an interest in HCCS programs and track their progress through acceptance into programs.
- Recruit high school junior and senior students for various dual credit courses.
- Identify and coordinate assessment procedures for individuals entering HCCS programs.
- Conduct follow-up with students contacted at all recruitment efforts.
- Develop networks with all Houston area career centers.
- Generate and distribute recruitment reports.
- Work with Office of Public Information to assist with developing marketing materials.
- Collaborate with other departments throughout the college.
- Develop networks with all Houston area career centers.
- Other duties may be assigned.

Education Requirements:

Bachelor's Degree or higher required.

Experience Requirements:

Three (3) years relevant program experience preferred.

Experience working with a diverse population.

NOTE: Part-time experience will be counted as half of full-time experience; for example, two (2) years of part-time experience will equal one (1) year of full-time experience.

How to Apply: Interested applicants **MUST** complete an **online** application.

Prior to completing the online application, please review each requisition for complete details and requirements. Please view the HCC web page: www.hccs.edu and proceed to JOBS@HCC. If you need assistance, please call (713) 718-8565.

It is the policy of the Houston Community College System to provide equal employment opportunities without regard to race, color, religion, national origin, gender, age, sexual orientation, veteran status, or disability. Individuals with disabilities, who require special accommodations to interview, should contact the Employment Services Office.