VACANCY ANNOUNCEMENT

POSTING: Recruiter
DATE: January 26, 2022

SCOPE OF RESPONSIBILITY:

Under general direction the person in this position must work independently, representing the college to non-traditional students, high school students, guidance counselors, parents, families, businesses, and industry. This position will assist and provide guidance with student organizations and activities as needed.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Present information to prospective students concerning TSCC programs of study, scholarship opportunities, and general college information
2. Demonstrate effective and motivational interpersonal skills; communication skills, both written and oral; and work ethic (i.e., preparation and punctuality)
3. Assist in advising students regarding degree/certificate plans and STARS articulation agreements as appropriate to the program
5. Demonstrate knowledge of college admissions, advising, and financial aid processes.
6. Attend conferences, workshops, meetings, and community events to promote the college
7. Distribute college information to schools and other community locations
8. Use the computer effectively for word processing, instructional application, electronic communication, information, and data management
9. Meet with high school personnel to maintain involvement in established recruiting programs.
10. Attend college recruitment events during the day and evenings.
11. Coordinate on-campus visits for prospective students.
12. Prepare recruiting materials to promote the College and on-campus student activities
13. Coordinate annual visits for high school awards programs and college recruiting events
14. Advise prospective students through personal appointments, telephone contact, and/or written correspondence (including but not limited to e-mail).
15. Assist with college registration events as needed
16. Perform other duties as assigned by Director of Enrollment Management and Dean of Student Affairs and Information Services,

REQUIRED MINIMUM QUALIFICATIONS:

1. Bachelor’s degree from a regionally accredited institution.
2. Verbal skills to deliver persuasive presentations to prospective students and guidance counselors, writing skills to communicate effectively and professionally.
3. Professional appearance required as defined by general high school dress codes.
4. Possess valid driver’s license and reliable transportation.
5. Ability to work nonstandard hours in a variety of environments.
6. Ability and expertise with working with all types of students, i.e., non-traditional students, traditional students, adult education students, and dual enrollment students.
PREFERRED QUALIFICATIONS:
1. Experience in marketing and leading individuals and groups.
2. Technology skills to utilize computer software programs and social media.

SALARY: Salary range is $31,698 to $46,854 based on qualifications according to the ACCS Salary Schedule E3 05.

ANTICIPATED STARTING DATE: On or before March 15, 2022

APPLICATION DEADLINE: February 16, 2022, 5:30 p.m.

APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at https://www.trenholmstate.edu/college-information/human-resources/#jobs and by contacting the Office of Human Resources at (334) 420-4442 or vbrown@trenholmstate.edu. Application materials may be delivered to the Office of Human Resources, Room B107 of the Administration Building on the Trenholm Campus, or submitted via U.S. mail to the following address: Trenholm State Community College, Office of Human resources, P.O. Box 10048, Montgomery, AL 36108 or emailed to humanresources@trenholmstate.edu. Applications currently on file must be resubmitted for this position. If you are applying for more than one position, submit a complete packet for each position. Once submitted, all application packets become the property of Trenholm State. The submission of all application materials (an application packet) post marked to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. Delinquent and unsigned application packets/documents will not be accepted. Only complete application packets will be considered.

A completed application packet consists of:
* A completed official College employment application; “See resume or attached” will not be accepted.
* A current résumé.
* Three (3) signed letters of reference.
* Copies of all relevant transcripts. Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment.

*As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the “Required Qualifications” section. The letters of verification must include the applicant’s beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

Applicants who fail to submit a complete application packet will not be considered.

OTHER INFORMATION:
Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. Trenholm State Community College reserves the right to withdraw any job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee...
of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Trenholm State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Trenholm State will make reasonable accommodations for qualified disabled applicants or employees).

Trenholm State Community College is an equal opportunity employer.