



Admissions Recruiter

The primary responsibility of the Admissions Recruiter is to serve as a recruiter for new students. Other duties include assisting with campus visits, college events, and helping the Student Affairs division recruit prospective students.

Required Qualifications include an Associate's degree, excellent verbal, written, human relations, and organizational skills; computer software knowledge, being a self-starter, a fast learner, and possessing motivational and leadership skills. Travel is required with a valid Driver's License.

Preferred Qualifications include a Bachelor's degree and one or more years of experience in Student Affairs, Admissions, or Financial Aid.

Flexible work with main working hours to be a 4-day work week Monday to Thursday. Excellent benefits such as vacation, sick leave, paid LCC tuition for employees and dependents, Kansas Public Employment Retirement System (KPERS), KPERS 457, 403B with matching plan, and the State Plan of Kansas insurances that includes medical, dental, and vision for employee and family. Supplemental insurances are also offered.

The salary range is based on education and experience to begin at \$15 Hourly. This is a full-time, non-exempt position. The position remains open until filled. Review of applications begins April 15th, 2024.

Send an LCC application found at www.labette.edu/hr, letter of interest, resume, unofficial transcript, and certification copy to the Director of Human Resources, Labette Community College, 200 S. 14th, Parsons, KS 67357, fax 620-421-0180, or email hr@labette.edu.

EOE

Labette Community College is committed to a policy of educational equity. Accordingly, the College admits students, grants financial aid and scholarships, and conducts all educational programs, activities, and employment practices without regard to an individual's race, color, religion, gender identity, sexual orientation, national origin, age, marital status, ancestry, genetic information, or disabilities as required by Titles VI, VII, IX, and section 504 of the Rehabilitation Act of 1973. Inquiries should be directed to: Director Human Resources, Labette Community College, 200 South 14th Street, Parsons, KS 67357. Telephone (620) 421-6700 extension 1234, e-mail hr@labette.edu

POSITION DESCRIPTION

ADMISSIONS RECRUITER

Reports to: Director of Admissions

Organizational Unit: Professional Staff

Pay Rate Range: Specialist, Nonexempt, full-time

Revision Date: March 2024

I. Basic Purpose of Position

The primary responsibility of the Admissions Recruiter is to serve as a recruiter of new students. Other duties include assisting with campus visits and college events, and helping the Student Affairs division with any prospective student recruitment efforts.

II. Essential Job Functions

- A. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, especially counselors, and prospective students
- B. Ability to assist with student campus visits
- C. Ability to assist with the Student Ambassador Program at LCC
- D. Ability to assist in the planning and coordination of college events.
- E. Ability to attend college fairs and evening events pertaining to student recruitment
- F. Ability to assist with correspondence going to high school counselors, faculty, students, and parents throughout the year to keep all parties abreast of upcoming recruitment/enrollment events and dates
- G. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail and letter
- H. Ability to assist with daily procedure, which is the Admissions Department communication funnel
- I. Ability to monitor website widget live chat
- J. Ability to use Pivot texting application to communicate with prospective students and advisees
- K. Ability to recruit at area high school extracurricular activities
- L. Ability to recruit at Southeast Kansas community events
- M. Ability to serve as a member of Student Affairs staff and other college committees
- N. Ability to be FERPA trained
- O. Ability to follow all LCC policy and procedures
- P. Ability to complete other tasks as assigned as it relates to Student Affairs
- Q. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Financial Aid personnel
- B. Program Directors
- C. Cardinal Jumpstart Coordinator
- D. Area high school personnel, students, and parents
- E. Other College/University professionals with similar responsibilities

IV. Supervises the Following Staff

Student Ambassadors

IV. Required Knowledge, Skills and Personal Qualifications:

- A. Excellent verbal and written communication skills
- B. Excellent human relations and organizational skills
- C. Knowledge of computer software programs
- D. Ability to cultivate positive professional relationships with prospective students and parents
- E. Self-starter who is able to work efficiently and productively with minimal supervision
- F. Fast learner, able to adapt easily to new situations and tasks
- G. Possess motivational and leadership skills
- H. Valid Driver's License

VI. Preferred Experience

One or more years' experience in Student Affairs, especially in Admissions or Financial Aid

VII. Educational Background

Associate's degree required, Bachelor's Degree preferred

VIII. Working Conditions/Environment

- A. Busy office conditions at times with evening and occasional weekend hours required
- B. No windows
- C. Travel required, especially from September through April, as well as other times as career fairs, college planning conferences, and high school visits are needed.