



Trinity Valley Community College

Job Description

Recruiting Coordinator

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

To identify target markets of potential students, recruit students, build a diverse pipeline of applicants, and track progress to enrollment at Trinity Valley Community College (TVCC).

REPORTS TO:

Director of Recruiting and High School Outreach

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate Degree

PREFERRED:

Bachelor Degree

EXPERIENCE REQUIRED:

Two years' experience required in college student recruiting or advising

PREFERRED:

Bilingual in English and Spanish.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices
- Advertising/Marketing practices
- Website design

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Coordinates and oversees summer orientation.
- Coordinate, oversee, and schedule the calendar for the recruiting office including high school campus visits, on campus tours, and TACRAO.

All TVCC positions are security sensitive and require a criminal background check.



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- Helps assist with the creation of recruiting presentations and the training of recruiters and Red Bird Leaders to provide information to prospective students about Trinity Valley Community College (TVCC), including areas of study, college life, student support and resources, and career as well as transfer options.
- Helps train recruiters, Red Bird Leaders
- Attends college fairs, visits schools and/or community organizations, conducts campus tours, and participates in other special events to recruit prospective students to the college.
- Advises students; explains degree plans, admissions and registration procedures, provides assessment and financial aid information, and other requirements necessary for enrollment.
- 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.
- Helps coordinate and provides support for establishing the long-range pipeline of student prospects, including visits to middle schools or support of summer youth activities popularizing a college-going culture.
- Establishes and maintains an active role in the community in order to recruit prospective students.
- Assists in developing recruitment, marketing, and advising materials.
- Maintains and updates records and files on recruitment activities along with collected student information using Jotforms, CRM and/or other software; creates and submits reports.
- Helps facilitate dissemination of gathered data campus wide for recruitment.
- Help create and coordinate digital recruiting campaigns through Mongoose texting service.
- Help train recruiters in coordinated use of Mongoose to answer prospective students' questions.
- Update social media content for recruiting.
- Other duties as assigned by appropriate supervisory personnel.
- Serve on committees as assigned by supervisory personnel or by request.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Light Van
- Golf Cart
- Seat Belts
- Cellular Phone
- Small Hand Tools
- Power Tools
- Fax machine

PHYSICAL DEMANDS:

- Requires: Balancing, Stooping, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting , Finger dexterity, Grasping, Feeling , Talking , Hearing, Seeing, Repetitive Motions, Sedentary Work to Medium work, Computer Work, Drive Golf Cart
- Subject to: Heavy Work to Very Heavy Work
- May need: Climbing, Kneeling
- Occasionally need to: Crawling

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MENTAL DEMANDS:

- Hazardous Physical Conditions: Less than 25% of the time
- Atmospheric Conditions: Less than 25% of the time
- Hazardous Materials: Less than 25% of the time
- Extreme Temperatures: Less than 25% of the time
- Intense Noise: Less than 25% of the time
- Environmental: Less than 25% of the time
- Emotional control under stress: 25-50% of the time
- Frequent interruptions: More than 50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/14/2021

Classification:	Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1760A
DBM:	B	Travel Required:	25-50% of the time
IPEDS/SOC CODE:	43-9199	Employment Status:	Full-Time
Salary Range:	170	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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