

SCHOOL RELATIONS SPECIALIST

GENERAL STATEMENT:

Perform office management duties for the Registrar, School Relations, and International Students. Assist with the compilation and maintenance of data related to student records. Operate office machines of a routine or semi-routine clerical or secretarial nature. Participate in out of office and off-campus recruitment activities.

REPORTS TO:

Director of School Relations

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; 2 years of college preferred

LICENSE, CERTIFICATION:

Bilingual in English and Spanish preferred.

EXPERIENCE:

Minimum 3 years work experience in an office environment with advanced level clerical responsibilities and experience with all Microsoft Office applications.

DUTIES AND RESPONSIBILITIES:

- Serve as the "Information" window contact person for the Administration Building.
- Co-Supervise office Work-study Students and Student Ambassadors.
- Respond to all incoming mail and telephone requests on a daily basis.
- Schedule campus tours and conduct tours as needed.
- Conduct tour follow-up via postcards and telephone calls for all individual campus tours.
- Manage the supply of recruitment materials (i.e., brochures, catalogs, request cards, etc.).
- Maintain a list of individuals requesting schedules and/or catalogs and mail as they become available.
- Record all school visitation reports for Director of School Relations and Recruiter; maintain computer data, sort and mail letters to prospective students.
- Update visitation reports as needed.
- Prepare bulk mail-outs.
- Assist in the coordination and execution of College Prep Day, Career Day, Diversity Day and small group visits/presentations.
- Annually update directory of high school service area personnel.
- Request Top 10% graduate list from tax-district high school counselors; prepare certificates and mail congratulatory letters to student recipients.
- Help coordinate the scholarship awards presentation with local high schools.
- Serve as the backup switchboard operator as needed.
- Assist with the evaluation of transcripts and graduation ceremonies.
- Recruit at college night and college day programs at high schools, as deemed beneficial to the College.
- Other duties as assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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- Some overnight travel may be required.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

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

Approved: 1/6/15

Revised: 09/06/2018

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