



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

POSITION TITLE: Student Recruiter
DEPARTMENT: Recruitment Department
PERSONNEL GROUP: Classified
POSITION GRADE: _____
POSITION STEP: _____
EMPLOYEE NAME: _____
POSITION REPORTS TO: Dean of Enrollment Management
REVISION APPROVED BY: (Vacant)
(Minimum approval level: Departmental Supervisor and Above)
REVISION/APPROVAL DATE:..... August 15, 2007

EDUCATIONAL REQUIREMENTS:
Must have a high school diploma or equivalent

BASIC FUNCTION AND RESPONSIBILITY:
The Student Recruiter is responsible for providing potential students of Laredo Community College with information regarding the positive experience and excellent academics of attending this institution. He/She will provide brief presentations on and off campus and tours to potential students of all ages.

- CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
1. Assist in the execution of recruitment activities, designed by the Recruitment Coordinator and Community Outreach Specialist, for Laredo Community College.
 2. Gives brief presentations to potential students and parents in various settings as it is warranted.
 3. Participates in special events and community activities, which support the college's recruitment effort.
 4. Assist in the dissemination of the College's literature to potential students, local and area schools, and the community.
 5. Refers students, when necessary, to respective institutional departments for further assistance for enrollment.

- SKILLS, KNOWLEDGE, ABILITIES:**
- Give presentations in English and Spanish
 - Have knowledge of career programs at the College
 - Typing skills and some knowledge of computer technology
 - May have to work on weekends
 - Must be able to travel locally

LICENSES/CERTIFICATES: None

SPECIAL CONDITIONS:
Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be required to work at a different college work site or campus as needed.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date