Job Description

Job Title: Outreach & Recruitment Specialist  
JTC: CQM

Salary Range: N03  
FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY
Assists with coordinating and participating in events and activities designed to recruit potential students and engage the community in the programs and services of the DCCCD.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
Outreach and recruitment knowledge in an educational, community/public agency environment. Ability to implement a comprehensive recruitment program.

Knowledge of college programs, schedules, admissions and academic requirements. Ability to interpret and apply District program policies, procedures, rules and regulations.

Establish and maintain cooperative working relationships with those contacted during the course of work. Effectively present information to groups of students and the community.

Apply reasoning to solve practical problems and deal with a variety of variable in different situations. Ability to multitask, highly organized and detail oriented.

Be sensitive and understand the diverse academic, multi-cultural, and ethnic backgrounds of the college and community. Manage priorities, and communicate clearly and concisely both orally and in writing with a diverse population of faculty, students, staff and the community.

PHYSICAL REQUIREMENTS
Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Requires ability to lift and carry moderately heavy materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE
High school graduate or GED equivalent plus two (2) years of work-related experience. Must have current valid driver’s license. Requires extensive travel within Dallas County. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***
ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates and participates in identified activities to increase student enrollment. Some positions may focus on a target student population and may require proficiency in a language other than English.

Provides information to potential students on college programs and services via presentations, information table set-ups, mailings, email and phone calls, etc. Assists in creation of promotional tools and resources including print materials and giveaway items.

Works closely with District NOW (Networking and Outreach Workgroup) on upcoming events and activities. Assists in establishing purposeful partnerships with community organizations, higher education institutions, area school districts and other stakeholders in the community.

Documents all efforts and prepares summary reports. Coordinates specific office functions or delegated tasks or projects.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques when speaking with diverse individuals in a multi-cultural community.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.