



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT RE-POST

Full-Time -Temporary

### Intent to Employ

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**POSITION:**

Recruiter

Posting Date 12/6/2018

Closing Date: January 21, 2019

**Anticipated Starting Date**

February 15, 2019

**SCOPE OF RESPONSIBILITY:** The Recruiter is responsible for recruiting students for the college. As such this position is accountable for mastering the enrollment funnel process and aggressively identifying and tracking students from prospect to enrollee and ultimately achieving or exceeding specific enrollment goals. The ideal candidate will be competitively target-driven, possess positive energy, confidence, exceptional communication skills, and marketing savvy. Must be oriented toward teamwork and collegiality and possess the willingness to work flexible hours as this position requires regular participation in on- and off-campus workshops/events. It is necessary for the recruiter to be able to problem solve with appropriate cognitive abilities and to multi-task, prioritize, and efficiently manage time. This person will be one who loves to meet new people and knows how to use every opportunity to network and turn it opportunity into business results. Finally, this position must maintain confidentiality in all aspects of student records as mandated by FERPA and institutional policies.

**Salary Schedule Placement:**

Commensurate with education and experience according to ACCS Salary Schedule E

**ESSENTIAL JOB FUNCTION, DUTIES & RESPONSIBILITIES:**

- Identify target populations and develop recruiting strategies that track each subpopulation through the recruiting and enrollment funnel: prospects, inquiries, applications, completed applications, and enrolled students.
- Collect and record all inquiry/prospect information in a database and aggressively work each contact to increase enrollment yields.
- Build collaborative partnerships and visit high schools, higher education institutions, career fairs, community events, career centers, business & industry organizations, and other places where targeted populations may be recruited.
- Generate and submit weekly enrollment management reports that record recruiting activities and enrollment yield updates.
- Assist with new student orientation and special activities/events to get prospects/inquiries/applicants engaged with campus throughout the entire year.
- Work with Other Departments regarding activities, advertisements, communications, and printed materials related to the recruitment of students.
- Foster a customer service environment for fellow employees, students, and visitors. Be an Ambassador for the College. Support the college's initiative to maximize retention of current students and enable students to finish their collegiate goals.

- Comply with all policies of the Alabama Community College System Board of Trustees, the ACCS Chancellor’s Office, and the College.
- Participate in College functions

**MINIMUM QUALIFICATIONS:**

1. Must be able to travel
2. Valid and unexpired driver’s license.
3. Effective oral and written communication skills.
4. Ability to handle multiple tasks, planning, organizing and prioritizing with minimum supervision.
5. Ability to maintain confidentiality of office information.
6. Ability to prepare and implement a budget.

**PREFERRED QUALIFICATIONS:**

Bachelor’s Degree Required

**APPLICATION PROCEDURE:**

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to: Human Resources Department

Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9234, 876-9227  
Fax: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the “Required Qualifications” section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the “**Required Qualification**” section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

**Please Note:** If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

**APPLICATION DEADLINE**

All application information must be received by **12:30 Monday, January 21, 2019** Final applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. Incomplete

applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

**Note:** *In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.*