**POSITION ANNOUNCEMENT**

**POSITION: Student Affairs Specialist – Technical Recruiter**

**POSITION DESCRIPTION:** Reporting to the Executive Director of Student Outreach and Recruitment (SOR), this position is a member of the SOR department within Student Affairs. This position is responsible for performing specialized duties in support of non-traditional student recruitment. This individual will coordinate with faculty and administration to perform targeted recruitment efforts for specific programs of study. Individual will contact local business and industry partners in efforts to capitalize on relationships that increase enrollment. This position will plan and execute on and off campus events that support these recruitment efforts as well as support major SOR initiatives and events.

**MAJOR DUTIES:**

**RECRUITMENT**

* Recruits non-traditional students for credit enrollment in support of SOR recruitment initiatives
* Understands and acts upon recruitment strategies decided upon in concert with program faculty and

academic administration

* Establishes relationships with business and industry partners in efforts to recruit students
* Creates and organizes recruitment events and activities

**RELATIONSHIP MANAGEMENT**

* Serve as a liaison between SOR and Faculty Advisory Committees to identify employers to build

relationships to initiate and create outreach recruitment efforts

* Provides communication, counseling, and guidance to prospective students and applicants, and acts as

a liaison with the application process with Admissions counselors and/or Academic advisors

* Represents Chatt Tech at local business and industry events, forging relationships with those who

could advance recruitment opportunities

* Ensures local business, industry, non-profits and community partners are aware of College services,

opportunities and recruitment events

**COLLABORATION**

* Through appropriate SOR channels, collaborates with Admissions and Academic Affairs to identify

programs with low application submission and completion rates for non-traditional students, works

collaboratively to address barriers and encourage improvements

* Serves as a voice for non-traditional student recruitment by ensuring recruitment events, marketing

materials and College services are meeting needs for population

* Participates in various SOR and Student Affairs events in support of enrollment-based events and

Activities

**OTHER**

* Attend recruitment events which can include long periods of standing and walking
* Ability to lift and carry supplies (approximately 40 pounds) to events on and off campus

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree in a course of study related to the occupational field of the position, and sufficient experience to understand the basic principles relevant to the major duties of the position, or Associate’s Degree with two years of paid work experience in Student Services, Recruitment, Marketing, Outreach, or a technical college graduate who can articulate the value of the training provided at Chatt Tech
* Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated
* Understanding that employment is with Chattahoochee Technical College and not with an individual campus. All employees are subject to work relocation and duties within our service delivery area based on College needs.

**SALARY/BENEFITS:** $45,301.59 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** Upon the completion of training, this position may be permitted to telework 20-40% of the time at the discretion of the supervisor and depending on scheduled meetings and events. In certain times of the year and especially during times leading up to a semester start and end dates, this would be reduced to accommodate the need to have staff on campus.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: August 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***