**POSITION ANNOUNCEMENT**

**POSITION: Student Outreach Specialist – Marietta Campus**

**POSITION DESCRIPTION:** This position is responsible for performing specialized duties in support of both general and dual enrollment recruitment activities including: working recruitment events, long periods of standing or walking at high school and college functions, and working with businesses and community organizations. These events can take place occasionally on evenings and weekends. This position will be at the college’s Marietta Campus working with the Cobb Innovation and Technology Academy, Osborne High School, Marietta College and Career Academy, Marietta High School, and other schools as assigned.

**MAJOR DUTIES:**

**DUAL ENROLLMENT**

* Participates in activities in the recruitment of both dual and general students to reach their academic goals.
* Implements activities for recruitment to disseminate admissions and program information.
* Participates in the advisement of new and current students to reach their academic goals.
* Assists new and current students, parents, counselors with admissions, deadlines, new student applications, advisement, transition for current DE students to traditional and graduating high school seniors to beginning.
* Advises student groups.

**GENERAL RECRUITMENT**

* Conducts virtual and on campus information sessions for prospective students to include meetings at high schools, on college campus, businesses, community organizations and college fairs, etc.
* Assists with planning and implementing student recruitment activities to include campus tours, material mailings; assist with providing information to External Affairs to support social media platforms, serves as the technical college representative at college recruitment functions including businesses and community organizations.
* Works with CTAE instructors in area high schools to promote technical education within career pathways.

**ADMINISTRATIVE/CUSTOMER SERVICE**

* Conducts information sessions and advisement sessions for new and current students.
* Answers application processing questions for new and current students.
* Answers community inquiries from email and phone calls.
* Assists with writing and updating student information materials.
* Assists faculty with student issues with registration, advisement and academics.
* Maintains a prospective student database.
* Develops an annual recruitment plan for prospective territory.
* Submits monthly activity report.

**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, or High School diploma or equivalent and four years of paid work experience in Student Services/Recruitment.**
* **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.**

**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:** This position may be permitted to telework up to three days of a forty-hour work week with supervisor approval.

**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: January 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***