



**Wharton County
Junior College**

**Proposed Agenda Item
Board of Trustees Meeting**

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: September 20, 2016 Date of This Proposal: September 8, 2016

SUBJECT (item as it will appear on agenda): Change the Student Recruiter/ Academic Advisor position from temporary to regular.

RECOMMENDATION:

Change the Student Recruiter/Academic Advisor position from temporary to regular.

BACKGROUND/RATIONALE:

The Student Recruiter/Academic Advisor position has been a filled and funded position, on a temporary basis, for four years. The position should be changed to a permanent position. Job Description is attached

Estimated Cost and Budgetary Support (how will this be paid for?): \$_No cost. Position has been funded for four years as a temporary position.

RESOURCE PERSON(S) [name(s) and title(s)]:

SIGNATURES:

Originator

Date

Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:



**Wharton County
Junior College**

JOB DESCRIPTION

Human Resources Department

JOB TITLE: Student Recruiter/Academic Advisor	FLSA: Exempt GRADE: AA – 1 NBAPOSN: AVR004
LOCATION: Wharton Campus	EFFECTIVE DATE: May 29, 2012 REVISION DATE: September 6, 2016
REPORTS TO: Manager of Student Recruitment	

PURPOSE AND SCOPE:

The Student Recruiter/Academic Advisor serves as a student recruiter and an academic advisor, and will assist with all aspects of new student orientation programs.

ESSENTIAL JOB FUNCTIONS:

1. This position will be responsible for student recruitment at designated high schools within the Wharton County Junior College (WCJC) service area. This position will be the lead contact person at those designated high schools. The position will also work with all other high schools per a plan developed in coordination with the Manager of Recruitment and the student services team.
2. This position will work directly with the Manager of Recruitment to develop and coordinate all aspects of the college-wide recruitment plan; which includes but is not limited to; on campus high school visitation programs, the development and maintenance of recruitment materials, development and presentations and programs at various on and off campus recruitment functions and the assessment of those functions.
3. This position will provide academic advising services to students. The position will be charged with maintaining a working knowledge of the student database as it applies to recruitment, admissions, registration and financial aid.
4. This position works with the student services staff in the development, planning, delivery and assessment of all new student orientation programs.
5. This position recruits, develops, and trains students to assist with WCJC recruitment and new student orientation activities.
6. This position is required to perform other duties as assigned.

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KNOWLEDGE, SKILLS, EXPERIENCE:

This position requires a minimum of bachelor's degree from an accredited institution and three (3) years of administrative work experience in education. This position requires skills in interviewing and advising students. This position requires computer skills with a proficiency in Microsoft Office and experience working with database information. The individual in this position must have analytical abilities to develop programs and establish criteria for program evaluation. The individual in this position must have excellent organizational skills and the ability to coordinate training programs. The person in this position must be able to provide continuous courteous customer service to students, parents, the community, staff, and administration. This position requires the ability to develop training programs and participate in the development of departmental goals and objectives. A criminal background check is also required.

SUPERVISION OF OTHERS:

This position has supervisory functions of the students assisting with orientation and recruitment functions.

SUPERVISION AND DIRECTION RECEIVED:

The Student Recruiter/Academic Advisor is responsible and accountable to Manager of Student Recruitment for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and regulations of the college and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations, or directives.

EQUIPMENT USED:

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

CONTACTS:

External contacts of this position are with area high school staff members and other college recruitment and admissions personnel.

Internal contacts of this position are with college administrators, faculty, staff, and students.

COMPLEXITY/EFFORT:

This position requires the ability to work independently with minimal supervision. This position requires the individual to be able to exercise discretion and independent judgment and act upon decisions within the scope of delegated authority. This position requires excellent interpersonal skills, the ability to interact with community constituents'; school administrators, faculty, staff, and students, and excellent speaking skills to project

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positive enthusiasm to students about college and the college experience. This position requires the ability to work collaboratively in a collegial atmosphere including having the ability to work on collegial teams and must demonstrate a commitment to the mission of a comprehensive community college. This position requires the ability to handle emergency situations as they arise in the working environment and the ability to read and interpret departmental policies, procedures and instructions; and have the ability to hear and understand customer inquiries and oral instructions from supervisor. Sufficient manual dexterity to prepare letters, reports, graphics, and other data on the computer is required in this position. Mutually agreed-upon objectives must be attained within a specified time frame; functional responsibilities must be executed at a level consistent with performance requirements; and the individual role with the institution must relate the college's goals and mission. The individual in this position must be capable of developing and maintaining effective and cooperative relationships with the student services staff, the faculty, the Vice President of Student Services, other administrative and professional staff, support staff, and clientele from the community.

WORKING CONDITIONS:

Work of this position is performed primarily in a climate-controlled office environment with computers. Exposure to natural atmospheric conditions such as dirt and dust, etc. is standard of an office environment. There is minimal exposure to safety hazards. This position requires occasional lifting and transporting of recruiting/advising materials and resources. This position has frequent interaction with students and the public. The position requires travel and use of a personal vehicle. Some nights and weekend work will be expected in this position.

LAST MODIFIED: September 6, 2016

Employee's Signature

Date

Supervisor's Signature

Date

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