



POSITION DESCRIPTION

TITLE: Assistant Director, Recruitment Services
FLSA STATUS: Exempt

CATEGORY: Professional
GRADE: E

JOB SUMMARY: Assist the Director in the planning, development, scheduling, marketing and implementation of day-to-day operations within the department.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Assist in initiating and directing the planning, development, scheduling, marketing and implementation of day-to-day operations within the District-wide recruitment programs, seminars, workshops, and conferences throughout the county. Assist in identifying target populations, assessing education and training needs of the community, and determining alternative modes of instructional delivery. Troubleshoot and recommend solutions for complex problems identified by staff.	20%
2. Coordinate marketing and mass media activities, write release and newsletters and act as a liaison to the Marketing and External Relations Department and other departments within the college to promote and publicize recruitment activities to include dual credit course activity. Provide staff with schedules, information, reports and deadlines needed for completion of all their assigned duties and activities. Work on data to create reports/databases to be used by the staff and Director.	20%
3. Provide direct supervision of personnel assigned to the department. Ensure that Recruitment staff is knowledgeable about current regulations through personnel management and direction to include orientation, training, performance appraisal, coaching and delegating work, personal/professional development.	15%
4. Assist the Director in a variety of tasks, including presentations to Division Deans, department supervisors, college staff and community agencies on Recruitment related issues.	10%
5. Assist in managing contractual requirements and needs of facilities for dual credit course offering including serving as liaison to school districts/organizations that host dual credit instruction.	10%
6. Assist in the planning, design and implementation of office operations, policies, procedures and outside activities by coordination and reporting.	10%
7. Provide leadership consultations and assistance to staff, prospective student and external agencies regarding recruitment issues.	10%

8. Perform other duties as assigned.

5%

SUPERVISORY RESPONSIBILITIES: Direct supervision of personnel assigned to the department.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's degree

EXPERIENCE: Five (5) years of related experience.

CERTIFICATIONS/LICENSES: Valid Texas driver's license.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Must possess the skill and ability to manage personnel and operations of a large department;
- Effective communication and problem solving skills in a variety of circumstances.

2. Equipment Used: Personal Computer, other equipment associated with an office environment, audiovisual equipment and equipment used in a distance learning facility.

3. Software Used: A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 10 pounds. Specific peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with occasional distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.

POSITION TITLE:	Assistant Director, Recruitment Services
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*