



LEECH LAKE TRIBAL COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Outreach Recruiter

DEPARTMENT: Student Services

REPORTS TO: Dean of Students

WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m. Will require flex schedule to accommodate college events and recruitment programming.

STATUS: Non-exempt

LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver's License, current insurance or be insurable.

SUMMARY:

The primary responsibility of the Outreach Recruiter is to recruit new students to programs within the College, developing and coordinating recruitment and outreach plans and materials for prospective students and the community; initiating, coordinating, and implementing presentations to various groups.

EDUCATION: Bachelor's Degree in related field with 1 to 3 years' experience directly related to the duties and responsibilities preferred. An Associate's Degree and two years' experience directly related to the duties and responsibilities required.

DUTIES/RESPONSIBILITIES:

1. Initiate, coordinate, and implement presentations regarding the College's academic and career development programs to high school students, high school professionals, parents, industry and community organizations including panel presentations, group presentations, college information fairs, classroom presentations, and admissions workshops.
2. Follow up is required with all agreements, contacts, potential students, businesses, community organizations, etc.
3. Collaborate on the creation of promotional materials such as brochures, speeches, videos, posters, and newsletters for prospective students, parents, high schools, businesses and community organizations.
4. Provide information to prospective students, parents, and counselors; create databases of prospective students who have written or telephoned requests for information regarding the College and will be responsible for following up with requests.
5. Collaborate with Admissions Outreach Coordinator to plan, coordinate, and host events on campus and in the community for the overall marketing and recruitment direction of the College; schedule college visitations and other events.
6. Collaborate, plan, and assist Student Service staff in new and returning student orientations, summer registration events, and other specifically targeted recruitment and retention events.

7. Collaborate with Earth Systems Science Program Assistant to establish solid relationships with every area school, as well as, with STEM teachers.
8. Promote student retention and success; prepare, update, and provide accurate articulation information for retention and success of students utilizing the appropriate system.
9. Operate a computer and related equipment and software, which will include having administrative access to LLTC social media sites to assist in recruitment efforts.
10. Maintain current information of trends affecting general college enrollment and research data on high school and transfer enrollment.
11. Assemble and distribute information packets to prospective students, parents, high schools, businesses, and community organizations.
12. Develop semester recruitment calendar in collaboration with the Admissions Outreach Coordinator.
13. Produce annual Recruitment overview and educate LLTC, PASS Committee, and its concerned constituents yearly on statistics and growth trends with data collected.
14. Collaborate with Academic Outreach Coordinator to review, update, resubmit, and carry out the Recruitment Plan annual based on data collected.
15. Will be required to drive to various locations to conduct work.
16. The Outreach Recruiter will be required (if selected) to attend all meetings and interviews as a Title IX advisor at which the Title IX party is entitled to be present including intake, investigation, and interviews. Advisors will help their designated party prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Samantha could potentially be an advisor for a complainant or a respondent or never at all.
17. Other duties as assigned.

ADDITIONAL QUALIFICATIONS AND SKILLS:

Understanding knowledge of and commitment to the mission, vision and goals of LLTC.

Experience working with the Ojibwe community.

Demonstrated commitment to serving students from diverse backgrounds, interests, goals, and abilities.

Excellent verbal and written communications skills.

Excellent interpersonal skills and a self-starter.

Excellent organizational, planning, and prioritizing skills.

Ability to maintain confidentiality of records and information.

Ability to interpret; adapt; and apply guidelines and procedures.

Ability to develop and maintain recordkeeping systems and procedures.

Ability to work effectively as a team member of LLTC.

Ability to pass pre-employment drug test and criminal background checks.

Must be in good standing with the community.

Native American Preference.

PHYSICAL REQUIREMENTS:

Ability to lift 30 pounds or more and use proper body mechanics

Be able to sit or stand for long periods of time

Subject to internal working conditions.

Non-smoking environment.

I understand the job description for the Outreach Recruiter position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed.
****Job Description created: 10-03-19. Updated 11/10/2020***

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____

Human Resources Signature: _____ Date _____

President Signature: _____ Date _____