



Position Title: Community Outreach Recruiter

Reports To: Director of Admissions, Admissions Supervisor and Campus Deans

Major Responsibilities:

Identify, recruit and generate qualified potential student leads specifically targeting the corporate market segment in the Miami Dade and Broward Counties. Develop, foster and promote outreach activities within the community to create exposure and branding of the institution. Ensure that all recruitment and enrollment activities are conducted within the parameters established by the admissions requirements stated in the catalog, as well as in the University's Code of Ethics.

Specific Duties and Responsibilities:

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. Maintain a thorough knowledge of the University's policies and procedures pertinent to the admissions process including program requirements, tuition and fees, refund policies, class schedules, payment plans, etc. and apply them consistently to student's enrollment.
4. Obtain a thorough knowledge of the objectives, requirements, and content of all programs of study offered by the college in order to present complete and factual information to prospective students and organizations that are business and community related.
5. Work closely with the institution's academic and administrative personnel to target corporate/community recruitment efforts on the specific needs of program requirements.
6. Work closely with the Admissions Supervisor and Director of Admissions to support the development, coordination, and implementation the institution's outreach corporate/community recruitment program focusing on the specific program needs identified in the yearly Recruitment Plan in conjunction with the yearly Enrollment Projections.
7. Identify, recruit and generate qualified potential student leads from the corporate/community market segment meeting the expectations set by the institution. A qualified lead is one where the potential student meets the enrollment requirements of the given program he/she has decided to pursue.
8. Develop, revise and adapt presentations, correspondence and collateral materials used to address market needs and/or changes.
9. Target specific market segments/ corporations/ community by visiting organizations, making presentations based on specific market/corporate/community needs and provide to the Receptionists lead cards of potential student information to input into the Campus-Vue system.
10. Develop, maintain and submit to the Admissions Supervisor a schedule of future weekly

activities planned, daily reports of activities accomplished and daily reports that include organizations to be visited, presentations given and leads generated.

11. Submit a weekly mileage report for reimbursement purposes for organizations visited throughout the week.
12. Participate in recruitment activities such as educational fairs, career days, festivals, and any other activities to promote develop and maximize enrollment opportunities. This activity may fall on any day including weekends and after regular work hours.
13. Maintain a leads management program which includes number of qualified leads, follow-up calls, and number of enrollments.
14. Support and participate in University's Commencement Ceremonies.
15. Participate in the self studies and committees conducted by the University.
16. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

If you would like to apply for this position, please click on the hyperlink below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=13361&lang=en_US