

**Position:** Career Specialist/ Community Liaison/ Recruiter  
**Class:** Teacher Contract  
**Reports to:** Choffin CTC Principal and Adult Education Director  
**Pay Scale:** \$21.00 per hour  
**Schedule:** Part-time: Up to 25 per week  
**Fund Source:** Choffin CTC

### **YCSD Mission Statement**

Students engage in challenging tasks in which they draw upon personal strengths and diverse experiences, create meaningful connections, and develop innovative problem-solving skills. With the confidence and character gained from these experiences, students pursue their individual passions and participate responsibly and effectively in their communities.

### **Primary Function**

The Choffin CTC Adult Education recruiter plays an integral role on the admissions team providing excellent customer service and serving as a single point of contact for a wide variety of constituents, including prospective students and their families, secondary and postsecondary school personnel, community-based organizations, and other individuals or organizations involved in the college selection process. The admissions recruiter coordinates and contributes to the success of initiatives designed to identify, attract, admit, and enroll students at Choffin CTC Adult Education. As a member of the Student Support Services Department, duties include Ohio Reach Liaison, the employee will be the point of contact for communication with agencies that support and refer students who experienced foster care, provide information on school and community resources; Online on-demand tutorial service coordinator, and Career Specialist program activities.

### **Organizational Relationship**

Reports to the Director of Adult Education and Principal of Choffin CTC and/or designee

### **Responsibilities and Expectations**

- Document and track data related to recruitment, marketing, and student support services activities
- Be flexible in daily schedule in order to attend evening and weekend career fairs, community events, or other organizational activities that would promote Choffin CTC Adult Education programs to potential students
- Locker distribution in collaboration with Adult Education Secretary and Program Directors.

### **Recruitment and Marketing**

- Maintain extensive knowledge of Choffin CTC Adult Education admission requirements, policies and procedures in order to interpret for potential students regarding admissions.
- Communicate with prospective students, parents and community through appointment, telephone, email and other materials.

- Assist with the development of enrollment marketing publications and communications including letters, brochures, newsletters, electronic mail and other mediums.
- Presents information about the benefits of an education from each program being represented at Choffin CTC Adult Education
- Foster and develop relationships with schools or other areas being recruited from.
- Coordinate recruitment activities with Lead Admissions, Recruitment, Marketing Officer, Program Directors, and the Institutional Director
- Travel to various locations for recruitment and marketing within a 1-hour radius for most activities: Recruitment fairs, community events, group presentations at schools and other organizations

### **Student Support Services**

- Designated Campus Liaison for Ohio Reach Initiatives that include
  - Point of contact for students who lived experience in foster care
  - Knowledge of [Ohio Reach Scholarship Opportunities](#)
  - Connect students to on-campus resources and community resources such as housing and food resources
  - Coordinate and arrange community building events such as lunch and learn, Choffin express socials, community service
  - Targeted outreach in recruitment through local family and job services agencies
  - Attend all professional development and training associated with being the campus liaison
  - Collaborate and communicate with essential personnel such as institutional director, program directors, and YCSD Social Services Coordinator
  - Attend all trainings and professional development related to the successful implementation of services for students
- Coordinator of TABE Online Tutorial Services through Edmentum
  - Enroll potential students into Edmentum
  - Communicate with school counselors, adult students on how to enroll in the on-demand tutorial
  - Monitor student progress and unlock assessments when locked
- Career Specialist
  - Coordinate program readiness activities such as entrance exam preparedness, teach job searching skills, resume writing, and interview skills upon student and program request
  - Arrange for outside agencies or self to speak on topics regarding health and wellness, study skills and habits, professional growth
  - Testing proctor: entrance exam, licensure exam
  - Learning Resource Center Coordinator - manage and organize Learning Resource Center in coordination with Program Directors.
- Other duties as assigned by Director of Adult Education or Designee

**Qualifications**

**Education**

- Bachelor's degree (or equivalent combination of education and experience) in business, marketing and communications, education administration, student development, human services, or related field.
- Current, valid driver's license in Ohio.

**Other Requirements**

- Pass the drug test and background checks as required for employment.
- Proficiency in computer applications, possess skills in Microsoft Office applications and Google Suite.
- Excellent written, oral and interpersonal communication skills.
- Possess critical thinking skills.
- Demonstrate cultural competence and cultural sensitivity.
- Ability to work cooperatively and effectively with diverse individuals.
- Ability to maintain confidential information.
- Demonstrated experience providing high-quality customer service.
- Must be personable, energetic, and service-focused
- Must successfully work independently and in active teams providing services in a remote, hybrid, and in-person environment.
- **Frequent travel throughout the region**
- Speak publicly in front of individuals and groups
- **Some evening and weekend hours required for recruiting**
- Dependable.
- Able to work flexible hours conducive to contacting students when available •

**Physical Requirements**

- Sit or stand for prolonged periods.
- Operate a computer for multiple business tasks and video meetings.
- Transport self as well as transport, carry and distribute collateral materials and branded merchandise/materials to on-campus and off-site locations.

**Disclaimer:**

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required by the employee, and at no time does this job description constitute a contract. If a part-time position, the institution may exercise its employment at will rights at any time for part-time employees and according to YCSD policies.

**This Position Description is not a complete statement of all duties and responsibilities comprising the position.**

**Signing this form indicates that you understand the position requirements and are willing and able to perform the duties as assigned.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



*Adult Education*