

Job Title: OPS Recruiter

Compensation: \$19.14 - \$19.14

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 6

**Position Summary:**

Incumbents plan and implement recruiting activities in an assigned recruitment territory, for an assigned student population, or assigned academic program. Responsibilities include personal recruitment strategies ranging from in-person activities to digital outreach. Activities include: using a variety of modalities to engage prospective students; engaging prospective students via social media, email and other digital platforms; selecting high schools and/or community organizations to visit; scheduling visits; attending college fairs; interviewing prospective students; reviewing transcripts; coordinating events and activities; developing community partnerships; and maintaining records of activities.

**Requirements:**

**Education:**

Bachelor's degree.

**Experience:**

Two years experience in academic advising or admissions.

*\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Higher education recruitment strategies;
- Effective use of all communication strategies ranging from public speaking to social media engagement;
- College admissions strategies;
- Student service operations;
- Public relations principles;

- Customer service principles;
- Computers and related software applications.

**Skills:**

- Planning and implementing recruitment efforts;
- Speaking in public;
- Online/social media communication;
- Providing customer service;
- Preparing presentations;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subject to travel.

**License:**

Valid FL Driver's License.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Creates awareness of the College's programs and services within the community using a variety of communication methods including public speaking engagements, email, phone	Daily

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	and information sessions, and/or performing related activities. Additional focus on social media outreach is included.	45%
2.	Performs a variety of student support activities, which includes interviewing prospective students, reviewing transcripts, following up with prospective students, responding to student inquiries, and performing related duties.	Daily 40%
3.	Prepare, maintains, files, and reviews a variety of operational records and reports.	Daily 15%
4.	Performs other duties of a similar nature or level.	As Required

### **Equal Access/Equal Opportunity**

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the Title IX Coordinator at [727-341-3261](tel:727-341-3261); by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at [eaao\\_director@spcollege.edu](mailto:eaao_director@spcollege.edu).