



**C**ollege of  
**M**enominee  
**N**ation  
KESHENA • GREEN BAY

Position Title: <b>Adult Non-Traditional Student Recruiter</b>	Reports to: <b>Advancement and Enrollment Director</b>
Department: <b>Student Services</b>	FLSA Status: Non Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligibility: <b>Yes, Full Time Benefits</b>
SOC Code: <b>21-1012</b>	Last Updated: 02/06/2019
Home Campus: <b>Keshena Campus</b>	Pay Grade: Keshena Hourly Grade 11 (\$18.17)
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: 03/06/2019 1 <sup>st</sup> posting

**Position Summary:** The Adult Non-Traditional Student Recruiter develops partnerships within and outside the College of Menominee Nation (CMN) to serve Adult Learners, collaborate with others on approaches to marketing, and assist in planning, coordinating and executing recruiting and outreach promotions, activities and events. The Adult Non-Traditional Student Recruiter provides leadership for the development and implementation of non-traditional comprehensive outreach and recruitment plan, targeted to the non-traditional/adult population. The Adult Non-Traditional Student Recruiter will integrate and communicate all aspects of student resources to provide seamless assistance to Adult Learners in acquiring the information and services they need, including the admission process, advising, financial aid, registration, degree completion pathways, and other services.

**Position Responsibilities & Duties:**

- Development and implementation of a Adult Non-Traditional Student Outreach and Recruitment Plan
- Provide opportunities for prospective Adult Non-Traditional students to learn about programs and services at CMN through on-campus and off-campus activities, including open house(s), information sessions and campus visits
- Executes marketing, recruitment and outreach activities and campaigns with the intent of achieving Adult Non-Traditional student recruitment targets
- Partner with community agencies, organizations, adult education programs and employers for resource fairs, information sessions and campus connections
- Create a calendar of outreach and recruitment events both on and off-campus
- Work with the Marketing to develop relevant promotional brochures and materials
- Utilize data to develop and implement recruitment/marketing strategies to achieve weekly/monthly Adult Non-Traditional Student recruitment goals
- Generate prospective Adult Non-Traditional student referrals through networking and community outreach
- Provide prospective Adult Non-Traditional students with the highest level of customer service through effective phone, email and face-to-face communication
- Conduct outreach visits to Adult Education programs, Community-Based Organizations, and other referral sources to recruit Adult Non-Traditional students
- Recruits prospective Adult Non-Traditional students by coordinating publicity efforts and informational sessions
- Serves as a liaison for prospective Adult Non-Traditional students between the Admissions and Financial Aid Offices , Student Success, Retention, and Billing, as they relate to the transition of Adult Non-Traditional students
- Ensures that recruitment goals are met for Adult Non-Traditional inquiries, applications, acceptances, and enrolled students

- Articulates the College's mission to a variety of publics, acting as a liaison between CMN and area businesses, corporations and/or governmental agencies
- Develops and implements specific recruitment projects and management tasks as assigned
- Manages, plans, and coordinates special Adult Non-Traditional student recruitment events
- Develop enrollment reports related to Adult Non-Traditional recruitment, admission funnels, projections, and conversion rates
- Maintains a steady flow of communication via email, traditional mail, and social media, and phone calls with prospective Adult Non-Traditional students and applied students in order to establish a relationship between the student and CMN
- Demonstrate expert knowledge of college offerings, programs, and degrees
- Work with faculty and staff to learn program requirements, changes and updates
- Other duties as assigned.

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelors degree required
- 2-5 years related experience
- Must be able to work evenings and weekends
- Must have work experience with individuals of various social, economic, racial, ethnic, gender and disability backgrounds
- Must possess excellent human relations skills with experience in meeting and working with the public
- Must have strong computer skills in Microsoft Office, keyboarding, and database management
- Must be a team player that works cooperatively, effectively and accurately

**Desired Qualification:**

- Masters Degree preferred

**Reporting to this Position:**

**Physical Demands & Work Environment:**

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs administrative office Functions - Frequently
- Exposure to office/class room environment - Frequently
- Exposure to shop or maintenance environment - Never

**Tools & Equipment Used: Office equipment including copy, scan, print and fax machines, computer, calculator and telephone.**

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lift/Carry</b>				
Squat/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Push / Pull</b>				
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Activities</b>					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Tools</b>				
Foot Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I have read and understand the expectations and physical requirements of this job description.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

*The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*