



COMMUNITY COLLEGE
OF BEAVER COUNTY
CCBC.EDU

JOB DESCRIPTION

JOB TITLE: Community Recruiter- Washington County (Grant-Funded 1-Year)

REPORTS TO: Assistant Director of Enrollment Management

CLASSIFICATION: Administrator

FLSA Status: Exempt

THIS IS A ONE-YEAR ADMINISTRATIVE GRANT POSITION THAT MAY OR MAY NOT BE RENEWABLE

SUMMARY: This position serves as the Community Recruiter at the Washington County Location. The Community Recruiter is responsible for building relationships within the local community to promote the college's programs and services, increase enrollment, and enhance awareness of educational opportunities at the two-year college. The recruiter actively engages with high schools, adult education centers, community-based organizations, employers, and other stakeholders to support student recruitment and enrollment efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Develop and maintain relationships with local high schools, community-based organizations, adult education providers, and employers to promote college programs.
- Plan and execute outreach activities such as college fairs, information sessions, open houses, and campus tours.
- Provide prospective students and families with information on admissions processes, academic programs, financial aid, and student support services.
- Represent the college at recruitment visits and events including, but not limited to, high schools, college fairs, student organizations, CareerLink, Job Training, community events, job fairs and workshops.
- Maintain a strong knowledge of the college's academic offerings, student services, and admissions procedures.
- Track recruitment activities and maintain accurate records using JRM system (Salesforce).
- Collaborate with marketing and communications to develop outreach materials.
- Assist in developing and executing recruitment strategies targeting underrepresented populations, adult learners, and nontraditional students.

- Provide regular reports and updates to Director and Assistant Director of Enrollment Management regarding outreach efforts and enrollment outcomes.
- Collaborates with the Director or Assistant Director of Enrollment, Site Manager, Success Coach, and Dean of ITCE to develop strategies and ensure exceptional customer service for services for these communities.
- Lead outreach and partner with the Site Manager and Success coach to recruit incumbent workers, and industry engagement to drive enrollment targets.
- Assists with implementation of the external location recruitment plan.
- Daylight and/or evening departmental coverage **is required** to accommodate site coverage, community events, and recruitment needs.
- Provide outreach to pipeline students to encourage enrollment.
- Adheres to policies and procedures related to CCBC main campus and external locations.
- Interacts with internal and external constituencies of the college to analyze customer needs and provide exceptional customer service.
- Provides follow up communication to students via phone, email, text, or social media who have not provided requested information or completed the enrollment process.
- Performs other departmental related duties as required.
- Will be required to attend main campus events as notified.
- Regular travel to off-campus sites, including schools and community organizations.

MINIMUM QUALIFICATIONS

Education and/or Experience:

- Associate degree required; bachelor's degree preferred.

Experience:

- Minimum 3-years of higher educational experience and community college experience preferred.
 - Three 3-years of experience in college admissions, student services, or community outreach
 - Proficient training and experience using student information systems, databases, and Microsoft Office Suite. This experience should demonstrate the knowledge, skills, and abilities to perform the above duties.
- Must have valid PA Driver's license.

Skills and Knowledge:

Technical

- Working knowledge of appropriate computer systems and software.
- Strong working knowledge of college personnel, procedures, and programs.
- Ability to maintain records.

Characteristics

- Excellent communications skills, both verbal and written.
- Ability to maintain confidentiality.
- Ability to communicate tactfully and effectively with students, the public and co-workers.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit.

- Frequent use of hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Occasionally required to stand and walk.
- Must regularly lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- Regularly required communication – conversations partners, co-workers, students, public.
- Close-computer work, reading and working on reports, documentation, and using copier.

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

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near a video display. The employee occasionally works in the evenings or on weekends. The noise level in the work environment is usually moderate.

Community College of Beaver County is an EEO employer and does not discriminate in its programs, activities, or employment based on race, color, religion, sex, sexual orientation, disability, veteran's status, age, or national origin. Women, Minorities and Veterans are encouraged to apply.

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September 2025