

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, RECRUITMENT AND OUTREACH

L192.300

BASIC FUNCTION: Under the administrative direction of an administrator, works closely with Student Services in recruiting, matriculating, and supporting domestic and international students. Domestic and international travel is required. Raises student awareness and promotes student programs on campus programs and to area High Schools. Performs other functions as required.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Provides leadership and supervision to Recruitment and Outreach, Campus Information, Orientation, and other Student Activities programs.
- *2. Develops and manages Reg-to-Go, Orientation, International Student Recruitment, Campus Information, First Year Experience and other student activities budgets.
- *3. Chairs the Reg-to-Go Committee and acts as primary spokesperson and contact person for each student activity program.
- *4. Develops and maintains documents and creates reports related to assigned programs.
- *5. Provides leadership in the recruitment of international and domestic students.
- *6. Builds partnerships with educational advisers, institutions and professional organizations that promote and support international education.
- *7. Works closely with faculty, administrators and staff from Students Services and Instruction to insure access and a smooth matriculation for international and domestic students.
- *8. Manages the creation of processes and documentation that helps track, support and monitor the progress of international students
- *9. Directs the development and maintenance of promotional materials and web sites to include Orientation, Campus Information, Recruitment and Outreach. etc.
- *10. Coordinates the Orientation program, including the recruiting, selection, training and supervision of student Orientation leaders.
- *11. Supervisory duties include planning and assigning work, maintaining standards, coordinating activities, acting on employee problems, assisting with new employee selection, recommending employee discipline, transfers, promotions, and discharge as appropriate. Reviews and evaluates the work of subordinates for effectiveness, accuracy, and adherence to departmental policies; offer advice and assistance as needed.
- *12. Selects, trains, schedules and monitors instructors for CSL 20, *College and Life Success*; may teach CSL 20.
13. Chairs the International Student Recruitment Team.
14. May teach Seminar in Leadership – Orientation (CSL/POS 91) and College & Life Success (CSL 20 & CSL 21).
15. Serves on a variety of District Committees including Matriculation, Enrollment Management, Reg-to-Go, Vice President of Student Services Managers, Leader Development Institute and more.
16. Initiates and maintains positive relationships with other departments and members of the College community.
17. Serves on a variety of District committees as requested.
18. Performs related work as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

- A Master's Degree in Counseling, Social Science, Business or a related field.
- One (1) year of increasingly responsible experience directly related to the duties and responsibilities of this class, preferably in an educational setting.

DESIRED QUALIFICATIONS:

- Related experience in counseling, social services, program development or business management.
- Experience in a community college student services environment.
- Professional experience in an educational setting.
- Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students and the public.
- Excellent written and verbal communication skills along with strong organizational skills being able to pay close attention to detail.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Valid California Driver's License maintained throughout duration of employment with the District.

KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training, and/or experience.*)

Knowledge and ability to apply District policies, procedures, rules and regulations.

Knowledge of: California Community Colleges especially as it relates to student success; laws and ordinances pertaining to the specific responsibilities of the position; international student laws, rules, policies, procedures and guidelines for admittance and exit; supervisory and managerial concepts and principles; student services development theories and methods of implementation; the student services systems and how they affect current and potential students.

Ability to: ensure compliance with all laws, regulations and policies through effective program supervision; motivate and provide supervision and leadership to a diverse group of professionals and classified staff; assess the student needs of a community; plan and coordinate the most effective use of facilities and resources to achieve program goals; comprehend and stay current with the theories of and practices in higher education; communicate professionally in confrontational situations; compose complex reports and correspondence; assure the procedures and guidelines for international students are being applied successfully; utilize keyboarding skills commensurate with the required functions of this position; prepare complex schedules; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make public presentations; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the development of budgets.

WORK DIRECTION, LEAD, AND SUPERVISORY RESPONSIBILITIES:

Provides leadership and direct supervision to assigned personnel.

PHYSICAL EFFORT:

Normal office environment. Some walking and standing; some lifting and carrying of objects of moderate weight (12 – 20 pounds). Traveling is required.

CONTACTS:

All classifications of faculty, staff and administration at Butte College; other colleges, outside entities international student organizations, the general public.

WORKING CONDITIONS:

Normal office environment, subject to extensive student, faculty and staff contact; continual interruptions, noise and computer-generated video radiation.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.