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| **POSTING DETAILS** |  |
| Posting Number: | 0009 |
| Position Title: | Credit for Prior Learning - Admissions Recruiter (Focus on Business and Industry)  |
| Reports To: | Admissions Director  |
| DBM: |  |
| Type of Position: | PT Temp |
| Assignment Description: | Part-time, project-based, hours vary depending on needs.This position is grant funded.  |
| Salary: | Base pay starts at $17.51 hourly  |
| Type of Benefits: |  |
| Other Benefits (if applicable): | Part-time temporary employees receive free use of the fitness facility.  |
| Department: | Student Services  |
| Job Summary/Basic Function: | Job Summary: The part-time Admissions Recruiter- Business & Industry focus will outreach to our local businesses, employers, and community organizations to recruit students to the college. They will provide information about CCC programs and degrees to attract new students to enroll in short term certificate, AA degree, transfer degree, and trade programs. Will distribute promotional information county-wide whether digitally or printed literature giving prospective students details about the programs we offer at CCC.  |
| Essential Duties: | * Network with community organizations and agencies to promote CCC programs through one-on-one and group information sessions.
* Present to small and large groups of prospective students either on or off campus with a focus on industry and businesses in our area.
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| **MINIMUM QUALIFICATIONS** |  |
| Education and Experience: | * High School diploma or GED
* Must have good people skills- good at networking
* Excellent written and oral communication
* Ability to make a push on big projects when needed
* Ability to multitask very important
* Knowledge of email and phone etiquette a must
* Current Student at CCC preferred
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| Knowledge, Skills and Abilities Required: |  |
| Desirable Qualifications: |  |
| Physical Requirements: |  |
| Posting Date: | 11-23-2022  |
| Special Instructions to Applicants: | VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.  |
| **TO APPLY, PLEASE SUBMIT THE FOLLOWING:** |  |
| Optional Applicant Documents: | Cover Letter  |
| Required Applicant Documents: | Resume  |
| **CLOSING DATE:** | Open Until Filled  |