



<b>Job title</b>	<b>TEMPORARY, RECRUITMENT REPRESENTATIVE</b>
<b>Reports to</b>	<i>President</i>
<b>Classification</b>	<i>Part-time</i>

### **Job purpose**

The RECRUITMENT REPRESENTATIVE (Recruitment Rep) is charged by the President with the satisfactory implementation of college procedures as applicable to the position. The Recruitment Representative is responsible for carrying out the planned activities of educational partnerships, school relations, outreach, and other related duties and responsibilities as assigned to increase student enrollment and engagement.

### **Duties and responsibilities**

#### REPRESENTATIVE DUTIES

The Recruitment Rep represents California Indian Nations College (CINC) and temporarily oversees operations to obtain prospective students in the following duties:

1. Promote CINC at on and off campus recruitment functions
2. Develop relationships with community agencies/groups for enrollment opportunities
3. Develop a recruitment and communication plan to establish a prospective student base
4. Assist applicants whether by telephone, email, and/or in person, with questions related to the application and enrollment process
5. Participate in special recruitment activities and/or local events, creating CINC events, and create and implement an online recruitment strategy
6. All other duties as assigned

### **Knowledge and skills**

#### KNOWLEDGE AND ABILITIES

- Strong presentation skills
- Excellent oral and written communications skills
- Strong organizational skills and ability to work both independently and as part of a team
- Positive attitude, professional enthusiasm, and authentic social skills
- The ability to work with a diverse population
- Knowledge of Microsoft Office - specifically Excel and Word
- A valid driver's license and reliable transportation

### **Minimum Qualifications**

#### EDUCATION AND EXPERIENCE

Minimum qualifications are an associate degree with minimum 1-2 years of experience  
or

Possession of a bachelor's degree;

One year of formal training, internship, or leadership experience reasonably related to the assignment.

The use of personal vehicle to conduct work as necessary is required, therefore CA driver license is required.

### Salary

Hourly rate from \$20-\$40 hourly, depending on experience (DOE). Hours and length of position will vary based upon need.

### WORKING CONDITIONS

The position will require extensive off-campus recruitment which may take place on evenings and weekends.

### Apply

Send your cover letter and CV or resume to: [hr@CINCollege.org](mailto:hr@CINCollege.org). A letter of recommendation is optional.

### Equal Employment – Non-Discrimination

***We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.***

### Approval and Acceptance

Reviewed on:	8/7/2019
Approved by:	Celeste Townsend, Interim President
Accepted on:	
Employee Signature:	