



Job Title	Recruitment Associate
Reports to	<i>Assistant Director of Innovative Projects</i>
Status	<i>Part – Time Hourly, Non Exempt</i>

Who we are:

College Bound provides promising students from under-resourced backgrounds with the academic enrichment, social supports and life skills needed to succeed in college and careers. Within a decade, we have grown from an inaugural class of 36 students to over 650 (plus alumni!). We believe that one college degree can end the cycle of intergenerational poverty in a family line forever. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The Temporary Recruitment Associate will assist during the new student recruitment and enrollment process for the STLCC Branch of College Bound during the Spring and Summer of 2019 working approximately 30-32 hours per week. The Temporary Recruitment Associate will work directly with the Assistant Director of Innovative Projects.

The role:

The Recruitment Associate will assist during the new student recruitment and enrollment process for the STLCC Branch of College Bound during the Spring and Summer of 2019. The Recruitment Associate will work directly with the Assistant Director of Innovative Projects.

Your Responsibilities:

Development and Management of Recruitment Databases

- ▶ Strengthen current databases by creating systems that are effective and efficient for organization's needs
- ▶ Utilize our Salesforce database system to manage a cohort of incoming college freshman at the Forest Park Community College Campus of STLCC.
- ▶ Create and maintain reporting systems to inform the supervisor about the status of incoming students.

Lead Recruitment Processes

- ▶ Accompany the STLCC admissions team in visiting schools for Mobile Enrollment.
- ▶ Deliver recruitment presentations that inform students of the benefits of the program..
- ▶ Take point on organizing coaches in supporting Mobile Enrollment events at various Saint Louis Public School locations..

- ▶ Act as a liaison between the STLCC program and the admissions office at the Forest Park campus.

Review and Process New Student Applications

- ▶ Establish initial contact with incoming freshman based on leads generated from the college and through online signups.
- ▶ Conduct ongoing outreach to potential recruits throughout the summer, encouraging program engagement.
- ▶ Manage enrollment processes for a cohort of approximately 60+ incoming students from April 15-August 15, 2019.
- ▶ Onboard students through the program intake process, including facilitating the College Student Inventory assessment.
- ▶ Combat summer melt by coordinating and scheduling support meetings with current coaches.
- ▶ Provide general information and encouragement to students who are navigating enrollment and financial aid processes.
- ▶ Connect students to on-campus resources and opportunities, including Enrollment Services, Financial Aid, Advising, Campus Life, the Access Office, and Student Assistance Program.

Other Responsibilities

- ▶ Answer recruitment phone calls and emails.
- ▶ Provide information and follow-up to prospective students and families on recruitment and application process.
- ▶ Provide logistical support to the STLCC Completion team for recruitment process.
- ▶ Exhibit radical hospitality for prospective families and all guest of College Bound.
- ▶ Help maintain and improve the community office space on the STLCC campus.
- ▶ Responsible for driving to school sites and community organizations. Must have reliable transportation, valid driver's license and state minimum required insurance.
- ▶ Additional duties and special projects assigned.

Skills and experience:

- ▶ High School Diploma required
- ▶ 2 years of college preferred
- ▶ Experience working with youth ages 13-19 required
- ▶ Highly organized and detail oriented with experience maintaining files and documenting communications and processes
- ▶ Commitment to excellence
- ▶ Effective communicator, able to use inclusive and empowering language to translate messages effectively for diverse audiences
- ▶ Proficiency in Microsoft Office programs, particularly Excel

Benefits and working conditions:

- ▶ Should be available to work evenings and weekends, and be available via company phone for questions from colleagues and students.
- ▶

How to apply:

Interested candidates please send a cover letter, resume, applicable certifications and licenses, three references and an electronic copy of diplomas/transcripts to the College Bound jobs email with the subject line: Temporary Recruitment Associate. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through February 20, 2019.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.

Approved by:	Keisha Mabry
Date approved:	
Reviewed by:	Scott Baier

Employee Signature

Date

Immediate Supervisor, Manager, Director, HR Signature

Date