



## VACANCY ANNOUNCEMENT

**Position Title: College Recruiter**

**Position #: 100290**

**Position Status: Full-Time**

**Reports To: Associate Vice President of Enrollment Management and Marketing**

### **DUTIES AND RESPONSIBILITIES:**

1. Works with the Enrollment Management team to target and coordinate recruiting and outreach visits to schools and events to enhance service-area student recruitment
2. Establishes regular visitation schedules to service-area and Pueblo high schools. Is responsible for following up and coordinating with high school counselors and OJC faculty/staff to ensure the scheduled visits are carried out
3. Assists with the coordination of all prospective student events on and off campus including Discovery Days, College Fairs, tours and summer orientation/registration events
4. Is available to work the front desk of the Welcome Center office when needed
5. Is available to work at other college outreach events, i.e., Science Fair, Otero Arts Festival, Girls in the Middle.
6. Is responsible for the daily email communications that run out of Recruit to newly applied students, newly enrolled students, inquiries and program of study information
7. Works within the Recruit CRM program to collect prospective student data. This includes the importing of purchased lists, managing the data and developing communications with prospective students
8. Will oversee and assist with follow-up phone calls and emails to prospective students
9. Is responsible for the data management, communication and coordination of campus tours
10. Will conduct tours that are for non-athletic-related students, working with program faculty to provide students and their families an opportunity to speak with program-specific faculty and tour those areas. Will be available to assist with athletic tours when the need arises
11. Will become knowledgeable about the degree and career and technical education programs offered by the College and be able to speak fluently about those programs
12. Will become knowledgeable about financial aid and the process for financial aid application and be able to speak fluently about that process
13. Will become knowledgeable about transfer options and state-wide transfer agreements for seamless transfer options and be able to speak fluently about those options
14. Works closely with the Social Media Coordinator to enhance social media outreach efforts, exploring new venues and sharing responsibility for timely responses
15. Serves on campus and community committees that promote the mission of the college and/or bring people to the campus
16. Explores new leading-edge marketing venues and processes to promote the college and build enrollment

17. Other duties as assigned by the Associate Vice President of Enrollment Management and Marketing

*See Human Resources for a complete job description.*

**Minimum Qualifications:**

- Associate Degree
- Two years of customer service experience
- Valid driver's license with good driving record
- Computer Skills

**Preferred Qualifications:**

- Bachelor's Degree
- Work experience in a higher education setting
- Three or more years of customer service, sales or marketing experience
- Strong interest in education and careers
- Experience in multiple social media platforms
- Ability to work independently and willingness to travel alone
- Possesses an outgoing personality and a genuine interest in helping students make informed choices about their futures
- Demonstrates a commitment to supporting and serving diverse student populations
- Educational philosophy in alignment with a small rural community college

**SALARY:**

\$33,000 to \$37,000 annually with an excellent benefit package including retirement, health, vision, dental and life insurance

12 month position

**APPLICATION INSTRUCTIONS**

**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

May 7, 2021

**POSITION START DATE:**

June 1, 2021

**Submit Application Packet To:**

Otero Junior College  
Attn: Kelsey Barbee  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To:** [kelsey.barbee@ojc.edu](mailto:kelsey.barbee@ojc.edu)

## **Inquiries May Be Directed To:**

Kelsey Barbee  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

## **Notice of Non-Discrimination**

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, [kelsey.barbee@ojc.edu](mailto:kelsey.barbee@ojc.edu), or 1802 Colorado Ave. McDivitt Hall Room #140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO JUNIOR COLLEGE:**

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture

Emergency Medical Technician  
EMT Intermediate  
Community Health Worker  
Law Enforcement Training Academy  
Livestock Production  
Agriculture Production Management  
Artificial Insemination  
Nurse Aide  
Practical Nursing  
Phlebotomy  
Oxyacetylene  
Welding Fundamentals I  
Welding Fundamentals II  
Welding Production  
Advanced Welding Pipe  
Advanced Welding Railroad

To learn more about Otero Junior College, visit the college's website at [www.ojc.edu](http://www.ojc.edu).

**OJC MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.