

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION
APPLY BY
HIRE DATE

Recruiter (Part-Time, Limited Term, Benefitted)
August 21, 2024
September 2, 2024

DIVISION
REPORTS TO
CLASSIFICATION
POSTING DATE

Recruitment
Student Success/Recruitment Manager
Hourly (Non-Exempt)
July 31, 2024

SUMMARY

Execute recruitment activities which will inform and educate prospective students, parents, teachers, K-12 staff and the surrounding community about programs and services at Southwest Tech. Local travel and hours including evenings or weekends are required. This position is limited term with a start date of September 2, 2024 and an end date of May 30, 2025. This position also requires you to work 30 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Support the Student Engagement Coordinator with on-campus recruitment initiatives through:
 - Leading on-campus tours for groups, prospective students, and other SWTC influencers.
 - Delivering presentations to prospective students related to Southwest Tech programs, career outcomes, on-campus supports, and basic financial literacy.
 - Assisting the planning of on-campus recruitment events.
- Support the Recruitment Team with off-campus recruitment activities as-needed, including:
 - High school visits within Southwest Tech's 5-county district.
 - College/Career fairs.
 - Student panels.
- Work cooperatively with admissions to assure accurate information regarding application status, waitlist capacity or curriculum updates, class offerings/availability, and the potential impacts these may have on financial aid and/or graduation.
- Promote Southwest Tech programs and opportunities to the surrounding communities.
- Analyze data to make decisions on strategic goals for recruitment.
- Calling, texting, and e-mailing prospective students about the next step in the application process.
- Assist with the recruitment plan for Special Populations, including minorities, veterans, people with disabilities, single parents, displaced homemakers, and the economically disadvantaged.
- Utilize a Customer Relations Management (CRM) system to account for applications and conversion rates.
- Work in partnership with recruitment staff and advisors to manage and move prospects through the application and acceptance process including completion of Student Success Plans.
- Take responsibility for recruiting students from first contact to application.
- Ability to multi-task with multiple projects at once.
- Ability to deal tactfully and courteously with the public and to maintain effective working relationships with team members and community members.
- Follow all safety and security policies and procedures of the college.
- Work non-regular hours for recruiting, marketing, and promotional events as needed.
- Utilize communication and interpersonal skills as applied to interaction with coworkers, supervisor, the public, and others sufficient to exchange or convey information.

TRAINING AND EXPERIENCE

- Associate degree in marketing, business, education or related area.
- A minimum of 2 years of experience in sales, customer service, education, or related field preferred.
- Possess a valid driver's license.

KNOWLEDGE

- Microsoft Office Suite programs.
- Ability to work cooperatively within a team approach.
- Spanish fluency is a plus.
- Ability to relate to all learners.

SKILLS

- Excellent communication skills.
- Ability to work with a variety of people.
- Organizational skills.
- Written and oral communication skills.

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (TDD: 608.822.2072) or email disabilityservices@swtc.edu

SALARY RANGE

A11 Hourly: \$19.56 - \$22.33

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.