
Job Title	CTE EMT/Paramedic Program Admissions Recruiter
PVN ID	BM-2303-005513
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Admissions
Status	Full Time
Annual Salary	\$46,103.00 - \$51,781.00
Hour(s) a Week	35
Closing Date	Jul 27, 2023 (Or Until Filled)

General Description

Reporting to the Allied Health Sciences EMS Program Director or a designated supervisor, the Career and Technical Education (CTE) EMT/Paramedic Program Admissions Recruiter will work with prospective CTE students and assist them through the application and enrollment process. In tandem with the Admissions Office, this individual will serve as the main contact for all prospective and incoming CTE students and will assist in recruitment, application support, onboarding/next steps, etc. The successful candidate will also work with student/academic support service areas, including but not limited to the Office of Accessibility, Academic Affairs, Student Affairs, Center for Career Development, Registrar's Office, Testing Office and academic departments to recruit and enroll CTE students to BMCC's diverse, urban, community college population.

Other Duties

Qualifications

Responsibilities will include, but are not limited to, the following:

- Serve as a single source/contact for all prospective CTE students and their questions concerning (but not limited to) application status, document submission, health forms/vaccination paperwork, transfer credit evaluations, next steps, etc. This individual will also serve as an Admissions liaison, assisting prospective CTE students with scheduling tours, information sessions, workshops, etc
- Train with Admissions staff on key CUNYfirst screens and be able to direct CTE students to outstanding items on their "To Do" list
- Answer telephone calls, and initiate call campaigns to prospective CTE students
- Track CTE students from high school to admission
- Maintain paper and/or electronic files using established procedure

- Assist with Open Houses programming for CTE students, In-Person Registration, and other events
- Participate in trainings and professional development activities
- Ability to work effectively in-person as well as remotely
- Perform other related duties as assigned

Qualifications:

- Bachelor's Degree required
- The ideal candidate must possess excellent computer, interpersonal, organizational, communications and analytical skills. Also, be a dynamic individual who can work both independently and under general supervision to provide courteous and accurate customer service to all students, faculty, staff, and visitors of diverse backgrounds.
- Will be required to work 3-5 Saturdays* within the fiscal year as per the needs of the Admissions Office

**Mandated Saturday work schedule can be substituted for Summer Friday work schedule at the discretion of the Admissions Director.*

This is a grant-funded position through the Perkins Grant.