



Job Title	Career and Technical Education (CTE) Recruitment Specialist
PVN ID	QB-2207-004924
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Academic Affairs
Status	Part Time
Hourly Rate	\$25.00
Hour(s) a Week	19.00
Closing Date	Sep 07, 2022 (Or Until Filled)

General Description

Career and Technical Education (CTE) Recruitment Specialist

Queensborough Community College is dedicated to academic excellence and rigor and to providing an affordable, high-quality education to pre-college, college, and lifelong learners. Our faculty and staff are committed to the holistic development of today's students in a nurturing and diverse environment that prepares them to be successful in a dynamic workforce. The College affirms its open admissions policy and its strong support of critical thinking, intellectual inquiry, global awareness, civic responsibility, and cultural and artistic appreciation. Queensborough proudly reflects the unique character of the local Queens community, the most diverse county in the United States.

The Carl D. Perkins Career and Technical Education Act is a principal source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs across the nation. The purpose of the Act is to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.

This position will be funded by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

Reporting to the Perkins Director and Assistant Director, the CTE Recruitment Specialist will recruit students

for QCC's CTE A.A.S. degree programs and contribute to all of the planning and development around recruitment events, campus activities and ongoing campus collaboration with CTE departments such as Engineering Technology, Biology (Medical Assistant), Music Production, Health Phys Ed and Dance (Massage Therapy), Nursing, Continuing Education and Workforce Development Department and the Office of Grants and Sponsored Programs at Queensborough Community College.

The CTE Recruitment Specialist will coordinate with community organizations to provide information sessions and individual meetings with their clients/prospective students regarding the educational opportunities at QCC.

The CTE Recruitment Specialist will be a member of the R.I.S.E. (Road Interdependence and Student Excellence) team, and the CTE Interdisciplinary Team and the Perkins Local Advisory Council.

This position will be from July 1, 2022 – June 30, 2023 (with potential for reappointment annually)

19 hours per week @ \$25/hr

Other Duties

Specific Job Duties

- Develops and fosters relationships with students through on-campus recruiting activities and events.
- Maintains general knowledge of college activities, programs and requirements.
- Delivers presentations to groups of prospective students regarding the educational opportunities available at QCC.
- Establishes relationships with community organizations to deliver presentations and individual meetings with members regarding the educational opportunities available at QCC and to advise prospective students through college and career planning
- Utilizes Career Coach Platform to explore careers and best matches for prospective students
- Works 1-1 with prospective students to prepare for and complete college, financial aid, program, and other related applications
- Supports the planning and execution of onboarding events and activities for new students
- Provides general information on programs, services, requirements, and standards to prospective applicants in person or by telephone, e-mail or letter; conducts follow up as needed.
- Coordinates efforts of enrollment offices. Collaborates with key enrollment offices to support enrollment, onboarding and transition activities.
- Assists with special events and initiatives.
- Must be willing to work weekends and weekday evenings as needed.
- Must be willing to travel off-site to conduct presentation at community organizations

Qualifications

Bachelor's Degree, or related experience

PREFERRED QUALIFICATIONS

- Experience in conducting workshops/training for, or communicating with parents/family members of students.
- Prior experience in higher education, preferably in Admissions/recruitment
- Strong written/verbal communication and interpersonal skills with ability to make presentations and lead small group discussions
- Computer skills, particularly Microsoft Office (Outlook, Excel, PowerPoint, and Word), and aptitude to learn new systems as needed.