



MESALANDS COMMUNITY COLLEGE

Position Announcement

APPLICANTS MUST COMPLETE MCC APPLICATION TO BE CONSIDERED

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| POSITION: | Recruiter |
| FULL-TIME/PART-TIME | Full Time |
| FLSA EXEMPT POSITION: | NO |
| POSTED: | 06/10/2024 |
| START DATE: | Negotiable |
| LOCATION: | On campus |
| SUPERVISOR: | Executive Director of Admissions and Financial Aid |
| DIVISION: | Student Affairs |

Summary:

Mesalands Community College is seeking a full-time Student Recruiter. The Recruiter is expected to collaborate with Marketing and Admissions while making data driven decisions for best recruitment strategies. The Recruiter also provides support in advising and registration. The Recruiter is required to travel across the state for a consecutive period of six weeks in the fall during College Days. The Recruiter finds and provides opportunities for faculty to present in high schools and other recruiting opportunities. The Recruiter is part of the Student Affairs team. The Department of Student Affairs at Mesalands Community College encompasses admissions, registrar, advising, recruitment, student and career services.

All employees have competitive salaries, excellent benefits and potential for growth.

The Recruiter is accountable for the following duties:

- Provides information regarding Mesalands programs and services for prospective students.
- Meets with prospective students in groups and one-on-one to guide students in academic programs that will meet their educational or training needs.
- Responsible for tours on campus and outreach to high schools.
- Assists advisors in registration and helps prospective students to assess their interests, values, and academic skills in relation to major choice and potential future career/higher education options.
- Teaches prospective students how to navigate the college enrollment system and provides guidance on avenues for increased involvement as a Mesalands student.
- As needed, refers students to appropriate campus resources, such as student support resources, career services, internship, overseas study opportunities, international education, Honors College, etc.

- The Recruiter will give presentations regarding admissions requirements, scholarships, academic programs, and financial aid options. Presentations will be given to prospective students, dual credit students, parents, counselors, school staff, and community members at high schools, college/career fairs, and community education programs.
- The Recruiter tracks and monitors prospective students' recruitment and enrollment progress, reviews and maintains confidential student records to ensure that students meet requirements and to document recruiting discussions, and communicates information in a timely manner to prospective students.

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- The ability to inspire people and foster an environment of positive employee engagement and trust
- Excellent communication skills.
- The successful candidate must possess professionalism and presentation skills.
- The successful candidate must contribute to the positive spirit of MCC through an engaging, fun, and welcoming demeanor with students, colleagues, staff, and the community

Preferred Qualifications:

- Preference for candidates who have worked in a Hispanic-Serving Institution or a Rural-Serving Institution or organization.
- Preference to candidates who are bilingual in English and Spanish.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Technology skills: Computer Competency; Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift;

and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment from low to high. Job performed indoors in a classroom and studio environment with adult students.

About Mesalands Community College:

According to CNBC, Mesalands is the 9th best community college in the nation and is organizationally active with the American Association of Community Colleges, American Community College Trustees, and the League of Innovation as well as a number of state and local organizations. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Mesalands is fully-accredited by The Higher Learning Commission and the MCC staff includes members of the HLC Peer Review Corps.

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. Historic Tucumcari is a small, rural, affordable town with mid last century accents, wonderful local restaurants, and a small-town friendly charm. Mesalands is a small unique community college where everyone works as a team for student success and access. A residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, a vibrant paleontology program hosts the Mesalands Dinosaur Museum showcasing finds from local excavations in private dig sites. MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embracing the traditions of the southwestern culture.

Mesalands is a member of the NJCCA Athletic Conference for golf and NJCCAE for eSports. MCC is the proud home of the Stampede rodeo.

Closing Date:

The position is open until filled with first review of applications will begin immediately.

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application and attach required documents.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment