

Job Title: Non-Teaching Adjunct: Admissions Advisor/Recruiter (Part-Time)

Job ID: 24120

Location: College of Staten Island

Full/Part Time: Part-Time

Regular/Temporary: Regular

#### **GENERAL DUTIES**

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

#### **CONTRACT TITLE**

Non-Teaching Adjunct

#### **FLSA**

Non-exempt

#### **CAMPUS SPECIFIC INFORMATION**

The Office of Recruitment & Admissions at the College of Staten Island is seeking applications for an Admissions Advisor/Recruiter. Subject to financial ability, the position may be extended through the Spring 2023 semester and/or the next academic year. Reporting to the Assistant Director of Recruitment & Admissions, the Admissions Advisor/Recruiter:

- Performs all duties related to in-person and virtual recruitment and community outreach at high schools and community-based organizations during a varied schedule of appropriate morning, day, evening and weekend events.
- Manages and assigned list of high schools, community colleges and community-based organizations. Maintains communication with counselors and advisors, cultivates student interest, attends college fairs, conducts private visits and hosts special college visits. Recruitment territories include the five boroughs, NYC metro area and Long Island, with special emphasis in Brooklyn, Staten Island and New Jersey.
- Assists with event planning for on-campus recruitment, including group visits, conferences, info sessions, orientations, conversion events, and tours of facilities. Conducts walking tours of CSI's sprawling campus.
- Conducts outreach, delivers presentations, and orientations to ensure applicants are fully informed of requirements and processes from prospect through registered stages of enrollment.
- Provides general information on programs and services in person or via telephone, email, text, or via distribution of printed material.
- Assists with monitoring and responding to web inquiries.
- Maintains current information about College programs and degree requirements.
- Performs related duties as assigned

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree required.

## **OTHER QUALIFICATIONS**

- Master's Degree
- Two years' related experience
- Experience in Marketing and Social Media highly desired
- Excellent written, verbal communication and presentation skills, as well as strong multi-tasking skills.
- Proficiencies in Microsoft Office, with the ability to sort and analyze recruitment data and develop visuals for presentations.
- A valid Driver's License

Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

## **COMPENSATION**

\$46.49hr

## **BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

## **HOW TO APPLY**

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "Job Title, Keywords" section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.

## **CLOSING DATE**

Open until filled

## **JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

## **EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.