

Job Description

Position Title:	Student Recruiter		
Location:	New Frontiers Public Schools		
Reports to:	Student Recruitment and Retention Coordinator		
Work Schedule:	12 Month, 234 Days	Employment Type/FLSA Classification:	Full Time/Exempt
Funding Source:	This position is 100% grant funded; therefore, employment is contingent upon the availability of funds.		

Primary Role

The Student Recruiter will work directly under the supervision of the Senior Student Recruitment and Retention Coordinator to recruit students for the New Frontiers Public Schools’ system. The position provides support for city-wide events and New Frontiers Public Schools’ organized community recruitment events.

Qualifications

- Bilingual – Spanish
- Valid Texas Driver License
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50) paid by the candidate.

Education

- Associates or bachelor’s degree from an accredited institution, preferred

Skills

- Knowledge of community resources
- Strong organizational, communication and interpersonal skills
- Ability to connect with parents and community members
- Knowledge of Microsoft Windows, Microsoft Office Suite, and the ability to learn and effectively use database management systems
- Ability to work well with individuals of diverse backgrounds

Experience

- Minimum of 2 years of experience preferred in sales, student recruitment, community outreach, or related fields

Responsibilities and Duties

The Student Recruiter will assist the Senior Student Recruitment and Retention Coordinator with the following:

- Scheduling and conducting continuous and re-occurring recruitment activities and events
- Motivating prospective students to apply and enroll in the New Frontiers Public Schools system
- Establishing and maintaining effective relationships with administrators, staff, representatives from other institutions, and the public
- Participating in campus visitations and other special events fashioned to explain program to potential students
- Providing information regarding admissions requirements and program benefits to prospective students and parents via phone, mail, and through in-person or remote visits; following up with mail or phone calls, as appropriate
- Assisting new students with the enrollment process
- Producing follow-up reports regarding activities and future
- Providing multi-campus support during registration, special events and tours
- Serving as liaison between school, parents, and community

- Communicating regularly with principal, school counselor, teachers, parents, nurse, and other staff as appropriate
- Collaborating with community agencies, parents, and community action groups to work with the campus

Growth and Development

- Serves as an example for students.
- Supports mission of New Frontiers Public Schools

Professional

- Enriches job skills through professional development activities

Other

- Must be punctual and maintain an excellent attendance record.
- Position requires working some evenings and weekends.
- Keep up to date on and abide by state and New Frontiers Public Schools' regulations.
- Gather, manage, and file all reports, records and other documents required.

Additional Job-Related Duties:

- Maintain control in stressful situations
- Some lifting may be required.
- Primary roles and major responsibilities are listed.
- Additional duties may be assigned.

Human Resources Signature: _____

Date: _____

Employee Signature: _____

Date: _____