

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Enrollment Development Coordinator			<i>BOT Date:</i> Aug 18, 1999
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0734	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Develops a recruitment program targeted to increasing student enrollment. Assists the College in increasing student enrollment and retention. Acts as a liaison with local, state and national sources to develop and maintain current resources for student recruitment. Reports to Campus President or designee.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Travels to schools, local businesses and community groups to develop and maintain resources for student recruitment.	30%
2.*	Coordinates campus recruitment and retention activities.	30%
3.*	Coordinates the development of strategies to implement viable campus long and short-range recruitment and retention plans; evaluates the effectiveness of same.	10%
4.*	Manages individual and large group recruitment efforts.	15%
5.*	Coordinates and evaluates student recruitment and retention data and information with other designated officers.	10%
6.*	Responsible for recruitment and retention of students in targeted populations, as assigned.	5%
7.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	Three to five years prior related work experience required.	
<i>Planning:</i>	Plans events that will occur in the next six months to one year. The primary scope of planning activities in this position affects the campus.	
<i>Budget Impact:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. Provides incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions that usually affect the assigned department, but may at times affect operations, services individuals, or activities of the assigned campus.	
<i>Complexity:</i>	Work is complex and varied, and requires the selection and application of technical and detailed guidelines.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communications with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion. Requires continuing personal contact with the public.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. Nature of work supervised is primarily technically oriented or complex, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. Write reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/ Creativity:</i>	Work requires developing imaginative and complex methods, procedures, products or systems. This is an important part of the job and results generally affect a campus within the College.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	