



Recruitment & Student Outreach **REPOST**  
Recruitment & Retention Officer, Bilingual

**RESPONSIBILITIES:**

This position promotes the college to the general public through general admissions counseling primarily on campus in the Recruitment and Student Outreach Office. In addition, this position will attend off campus bilingual community events (such as workshops and fairs) that focus on recruiting students to the Community College of Denver. The Recruitment and Retention Officer will also serve as the key coordinating officer for retention efforts (internal recruiting) on campus.

**MINIMUM QUALIFICATIONS:**

I. **PURPOSE/SUMMARY OF JOB:** State the primary objective or outcome of this position using two or three brief sentences.

This position promotes the college to the general public through general admissions counseling primarily on campus in the Recruitment and Student Outreach Office. In addition, this position will attend off campus bilingual community events (such as workshops and fairs) that focus on recruiting students to the Community College of Denver. The Recruitment and Retention Officer will also serve as the key coordinating officer for retention efforts (internal recruiting) on campus with all students and Spanish-Speaking students and parents.

- Admissions, Recruitment, Enrollment

Conduct admissions sessions for scheduled and unscheduled (walk-in) prospective students primarily in the Recruitment and Student Outreach Office. Promote the college to the general public and provide general admissions counseling and assistance to prospective students in **Spanish and English**. Facilitate community workshops/fairs in postsecondary opportunities, financial options, and goal setting in **Spanish and English**. Due to language diversity of the student population, person should be able to speak or write a third language or access resources to support population. Maintain accurate records of all recruitment contacts and enter them into the database.

- Retention

Lead and publicize retention initiatives on-campus and participate in the Student Retention Committee and subcommittees. Integrate the retention activities of such groups as Student Life, Advising, the Call Center, Marketing, and CCD Case Managers. Systematically recruit students who will soon receive certificates to continue at CCD with an Associate's degree. Work with on-campus (e.g. Center for Academic Support & Achievement) and off-campus resources (e.g. other institutions) to catalog, publicize, and implement best practices in retention at CCD. Collaborate with CCD faculty and staff at Auraria in order to strengthen program-specific retention/completion rates. Work with Spanish-speaking students in **Spanish**.

- Recruitment Office management/Call Center/Welcome Center Assistance

Assist Director and Call Center Manager with daily operations of: Recruitment & Student Outreach, Call Center, and Welcome Center, as needed. Assist Recruitment Coordinators. Work with students and community contacts in **Spanish and English**.

III. **QUALIFICATIONS:** Bachelor's degree; Minimum three years of admissions counseling, retention counseling, academic advising, student life, or related experience; Experience working with traditional and nontraditional populations, high school and college-age students, persons of diverse cultural backgrounds and persons with special needs; Excellent written and oral communication skills; **Fluent in spoken Spanish and English**; Must be able to use personal computer, fax, phone, copier; Valid Colorado driver's license, extensive evening and weekend hours.

**PREFERRED QUALIFICATIONS:**

Experience using advanced MS Outlook calendar functions; Internet Native Banner and Self-Service Banner student systems, MS Outlook , MS Excel, Ability to document and write in fluent Spanish; Experience using Personal Digital Assistant (PDA); Fluency in another language such as Vietnamese, Arabic, Chinese, American Sign Language, French, Russian, Ukrainian, Portuguese, or other language in addition to English and Spanish.

**SALARY:** Salary placement will be determined by education and experience.

**OPEN DATE:** October 9, 2009

**CLOSING DATE:** Novemeber 6, 2009

**APPLICATION PROCEDURES:** Interested applicants must submit a complete application package which includes: (a) a cover letter; (b) a CCD application; (c) a current resume; (d) names, phone numbers, addresses, and email addresses of three professional references; (e) copies of transcripts, and (f) copies of appropriate credentials. Please fax to 303-352-3029 or send the application to:

Chair, Recruitment Coordinator Selection  
Committee  
Community College of Denver  
Human Resources Department  
Campus Box 240 • P.O. Box 173363  
Denver, CO 80217-3363

To obtain an application, go to the HR  
website [www.ccd.edu/hr](http://www.ccd.edu/hr)

*CCD is a Learning College where policies, programs and practices support learning as the major priority.*

*The Community College of Denver is an Equal Employment Opportunity Educational Employer. Background checks will be conducted on all finalists for employment consideration.*

*CCD recognizes that administration, faculty and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, religion, sex, age, disability, national origin and sexual orientation.*