

ILISAĠVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -

Posting Date: August 29, 2016

Closing Date: Until Filled

POSITION: Recruiter
LOCATION: Barrow, Alaska
REPORTS TO: Recruiter Coordinator
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m. Hours may vary
COMPENSATION: \$67,041.00 + Benefits Exempt Position

JOB DESCRIPTION: Assists with the development and implementation of Iłisaġvik College's student recruitment program, working in close cooperation with Iłisaġvik's staff and faculty; Develops own travel schedule responsive to recruiting needs and organizes recruiting visits throughout all North Slope villages and targeted schools outside the district as a representative of the College; Work with North Slope Borough School District to provide information to new teachers about state mandated classes cultural classes offered at Iłisaġvik; Recruits targeted students for summer camps and certain short-term classes; Organizes and participates in on-campus and off-campus recruitment activities in all North Slope communities including but not limited to sports events, school events and major community events; Provides advice and information to prospective students and the general public regarding admissions criteria and educational programs and opportunities, and tracks potential students until the admissions process is initiated; Tracks non-active students who have not yet finished degree requirements, providing the information and support they need to re-enter the college; Distributes catalogues, schedules, flyers, applications and other pertinent information to schools and community agencies throughout the North Slope and targeted school districts; Write, produces and records public service announcements for Iłisaġvik College classes and community activities; Schedules and hosts a weekly Iłisaġvik College morning show on KBRW; Utilizes CAMS for data collection, tracking and reporting on prospective students; Assists prospective and returning students with application for admissions and registrations process and paperwork; Coordinates with Workforce Development and local employers to recruit prospective students for training to meet the needs of local employers; Assists in off-Slope recruitment, as requested; Works with the State of Alaska and North Slope Borough School District to implement local and statewide programs aimed at K-12 students. (Summer Camps, Glimpse, I Know I Can, College Bound Day); Conducts campus tours for potential students and employers, oil companies, elected officials and other dignitaries as requested; Conducts monthly presentations at the local state Job Center; Provides transportation and delivery assistance, as needed; Complies with good admissions practice as prescribed by the American Association of College Registrars and Admissions Officers; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other duties as assigned; Ability to travel periodically; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; and Performs other related duties as required.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Associate's degree or equivalent; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multi-cultural environment; Demonstrated computer skills in word processing, PowerPoint, and internet research; Demonstrated ability to comfortably speak to large groups; Demonstrated ability to perform with minimum supervision and display self-initiative; Motivating and energetic; Demonstrated ability to establish and maintain cooperative internal and external work relationships; Ability to travel extensively, including travel in small aircraft with limited amenities in remote locations; Demonstrated stable employment history; Valid driver's license, and ability to provide clean DMV report prior to employment; Ability to pass a pre-employment background check; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment; Ability to pass a pre-employment background check and drug screen; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree or equivalent; 5 years experience in recruitment and outreach; Demonstrated computer skills in database applications and HTML coding; Demonstrated multimedia work experience, including radio and television; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iłıupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

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; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAĠVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Iłisaġvik College is a Drug Free Work Place and Equal Opportunity Employer-