

FORT SCOTT COMMUNITY COLLEGE
Position Description HE-03 Recruiter

JOB TITLE: HEP Recruiter/Mentor

DIVISION/DEPARTMENT: Student Services/HEP

RESPONSIBLE TO: HEP Director

MONTHS PER YEAR: 12

HOURS PER WEEK: Exempt

UPDATE: 10/09

CREDENTIALS/QUALIFICATIONS:

- Minimum of High School Diploma, Bachelor's Degree preferred.
- Fluent in Spanish.
- Excellent speaking and writing skills.
- Ability to communicate effectively with prospective students, parents, school administrators, faculty, and the general public.
- Computer knowledge.
- Valid Kansas driver's license. Flexible, positive attitude, and enthusiasm.

JOB PURPOSE: Assist the FSCC HEP project in all aspects of recruitment and mentoring of HEP participants necessary for successful implemental of the program.

DUTIES AND RESPONSIBILITIES:

- Accomplish the goals and objectives set forth by the Federal guidelines of the Office of Migrant Education and the U.S. Department of Education.
- Recruitment and regular travel (approximately 8 days per month) in the States of Kansas, Oklahoma, and Arkansas.
- Conduct student application/enrollments.
- Research new site areas.
- Develop and maintain ongoing relationships between FSCC and prospective HEP students.
- Current knowledge of the Federal guidelines for Migrant identification and recruitment
- Implement outreach and recruitment plan.
- Coordinate recruiting efforts with State and local MEP staff, LEA counselors, and agribusiness.
- Coordinate mentor activities.
- Act as liaison/advocate between students, FSCC staff, agencies, and family.
- Assist with student data collection and student follow-up for Federal reporting.
- Make travel arrangements.
- Attend and report at advisory council meetings.
- Perform other duties as assigned.

PHYSICAL REQUIREMENT OF THE POSITION:

- Requires the ability to examine, review, and adhere to the federal guidelines of the U.S. Dept. of Ed and OME effectively communicate with others the goals and objectives of the Tri-State HEP grant award.
- Requires the ability to work without supervision and the ability to work as a team.
- Requires a valid Kansas driver's license; ability to share driving responsibilities.
- Ability to travel overnight 3 nights and 4 days, twice a month.

- Requires the ability to lift 20-30 pounds.

Reviewed by Supervisor: _____
Signature Date

All job descriptions are subject to revision based on changing needs of the College.

FORT SCOTT COMMUNITY COLLEGE
Position Description HE-05

JOB TITLE: HEP Secretary

DIVISION/DEPARTMENT: Student Services/HEP

RESPONSIBLE TO: HEP Project Director/Coordinator

MONTHS PER YEAR: 12

HOURS PER WEEK: 20

UPDATE: 10/09

CREDENTIALS:

- Minimum of high school diploma required. Associate degree preferred and/or with experience in related field.
- Speaking and writing in Spanish is helpful, but not required.
- Proficient and knowledgeable in Microsoft Office, Word, Excel, data entry, filing, and record keeping.
- Ability to work with FSCC faculty, staff, students, community members, and HEP staff.
- Well developed communication skills and ability to maintain a high degree of confidentiality.
- Flexibility, positive attitude, and enthusiasm.

JOB PURPOSE

HEP Secretary will provide support and assistance to HEP staff and students to establish and maintain a high level of excellence. Responsibilities include entering data; preparing reports; and providing clerical support to HEP staff. The position will assume the overall responsibilities of a secretary.

MAJOR DUTIES AND RESPONSIBILITIES

- Accomplish the objectives and goals set forth by the Federal guidelines of the U.S. Department of Education and the Office of Migrant Education.
- Complete required paperwork in a timely and accurate fashion.
- Review student data and records for complete and accurate data; input data into database
- Maintain budget records; complete purchase requisitions
- Coordinate staff meetings, send correspondence for staff meetings, and take minutes
- Arrange accommodations for HEP staff travel
- Order office supplies and arrange for printing services
- Attend and participate as necessary in trainings and workshops
- Maintain student files and staff files
- Flexible schedule as assigned by HEP Director and/or Coordinator
- Answer phones and take messages; operate office machines (fax, copy machines, etc.)
- Well developed communication skills and the ability to maintain a high level of confidentiality.

- Perform other duties as assigned

PHYSICAL REQUIREMENTS OF THE POSITION

1. Requires the ability to effectively communicate with others regarding goals and objectives of the Tri-State HEP grant award.
2. Requires the ability to remain flexible with personal schedule to achieve the goals and objectives of the Tri-State HEP grant award.
3. Requires the ability to examine, review and adhere to federal guidelines of the U.S. Department of Education and the Office of Migrant Education.
4. Requires the ability to work without supervision.
5. Requires the ability to lift 20-30 pounds.

Reviewed by Supervisor: _____

Signature

Date

All job descriptions are subject to revision based on changing needs of the college.

Combined positions of HEP Recruiter/Mentor and HEP Secretary - Salary Range \$11.00/hr. - \$11.70/hr., based on experience and credentials.