



Recruiter (Part-Time)

Student Services Department

Summary:

The main responsibility of Dixie Tech recruiters is to promote the school to prospective applicants. They will need to know details about all Dixie Tech programs and must be able to share this information with prospective students. This will involve traveling to high schools to give presentations, providing tours of our new campus, and meeting with students one-on-one. Recruiters will be called upon to attend community events, clubs, college, and high school fairs, and other assignments that promote Dixie Technical College. This is a part-time position.

Dixie Tech is a public technical college located on a new state-of-the-art campus in St. George, Utah. The College has 26 programs, nationally accredited by the Council on Occupational Education, which offer certificates in high-demand, high-pay professions.

Required Duties and Responsibilities:

- Maintain good communication with High School counselors.
- Communicate & calendar with High School counselors to attend College Week at each High School.
- Coordinate with High School counselors and teachers to have individual programs do presentations in target classrooms or student groups.
- Communicate with Dixie Tech faculty and staff about upcoming tours or events that will require their involvement.
- Organize, gather, order food when appropriate, set up, and clean-up for events.
- Make phone calls to prospective students & help prospective students through the admissions process.
- Conduct tours of programs and campus.
- Accurately record interested applicant information into lead management system in a timely manner
- Help brainstorm recruiting ideas, media ideas, and swag ideas
- Attend Recruiting / Marketing staff meetings.
- Communicate with team members about tours and calendar dates.
- Help create, maintain and increase a social media presence.
- Work well with others, reliable, organized, detail-oriented, self-motivated, comfortable speaking in front of groups, and must dress professionally as you represent Dixie Tech.
- Compliance with Dixie Tech Policies and Procedures

- Other duties as assigned.

Requirements and Qualifications:

- Outstanding, demonstrated interpersonal communication skills
- Strong verbal and written skills
- Positive disposition
- Passion for technical education
- Ability to communicate with students, staff, and colleagues; read academic texts and materials, etc.; operate a personal computer and audio-visual equipment; stand or sit for up to one to three hours at a time; drive to off-site meetings or conferences; move around campus for classes and meetings
- Occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 25 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

This is a part-time position, working approximately 20-28 hours per week. The pay is \$15 per hour.

Employees and potential employees are subject to a criminal background check and drug testing.

Dixie Technical College is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. Dixie Technical College is an equal opportunity employer.

While we thank all applicants for applying, only those being actively considered for employment will be contacted during the selection process. The position is open until filled.

To apply please submit a resume to [hiring@dixietech.edu](mailto: hiring@dixietech.edu).