



<b>Job title</b>	<b>Recruitment Associate</b>
<b>Reports to</b>	<i>College Access Program Manager</i>
<b>Status</b>	<i>Part-time hourly, Temporary Non-exempt</i>

#### **Who we are:**

College Bound provides promising students from under-resourced backgrounds with the academic enrichment, social supports and life skills needed to succeed in college and careers. Within a decade, we have grown from an inaugural class of 36 students to over 650 (plus alumni!). We believe that one college degree can end the cycle of intergenerational poverty in a family line forever. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. You can learn more about our mission by accessing our website at [www.collegeboundstl.org](http://www.collegeboundstl.org).

**The Recruitment Associate will assist during the new student recruitment and enrollment process for College Bound during the spring of 2018. The Recruitment Associate will work directly with the College Access Program Manager.**

#### **Your responsibilities:**

##### *Development and Management of Recruitment Databases*

- ▶ Collaborate with College Access Manager to identify, create, and implement new tracking systems
- ▶ Create and maintain tools for ongoing monitoring and reporting on recruitment processes
- ▶ Strengthen current databases by creating systems that are effective and efficient for organization's needs

##### *Review and Process New Student Applications*

- ▶ Review applications as they arrive and filter according to criteria set by College Access Manager
- ▶ Prepare weekly reports on student application pool
- ▶ Coordinate staff members for interviews of prospective applicants
- ▶ Conduct student interviews
- ▶ Provide support in preparation for and during review committee of applicants

##### *Other Responsibilities*

- ▶ Answer recruitment phone calls and emails
- ▶ Provide information and follow-up to prospective students and families on recruitment and application process
- ▶ Provide logistical support to College Preparation team for recruitment process
- ▶ Exhibit radical hospitality for prospective families and all guests of College Bound
- ▶ Responsible for driving to school sites and community organizations. Must have reliable transportation, valid driver's license and state minimum required insurance.

- ▶ Additional duties and special projects assigned

#### **Skills and experience:**

- ▶ High school diploma required
- ▶ 2 years of college preferred
- ▶ Experience working with youth ages 13-19 required
- ▶ Highly organized and detail oriented with experience maintaining files and documenting communications and processes
- ▶ Effective communicator, able to use inclusive and empowering language to translate messages effectively for diverse audiences
- ▶ Proficiency in Microsoft Office programs, particularly Excel

#### **Benefits and working conditions:**

Employees should be available to work evenings and weekends, and be available via phone for questions from colleagues and students.

#### **How to apply:**

Interested candidates must send a cover letter, salary requirements, and electronic version of resume to [jobs@collegeboundstl.org](mailto:jobs@collegeboundstl.org) Subject Line: Recruitment Associate. Applications will be accepted through **January 31, 2018**.

**Please, no phone calls.**

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College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.