

# Job Description

Position Title: Coordinator, High School Engagement and Recruitment

Job Family: Instructional Support

Job Type: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

## Position Summary:

The High School Engagement and Recruitment Coordinator supports the strategic goals of Pima Community College (PCC) by building and maintaining relationships with high schools to increase student enrollment and engagement. The High School Engagement and Recruitment Coordinator plays a vital role in recruitment efforts, student transition support, and outreach initiatives to enhance PCC's presence within the high school community. The High School Engagement and Recruitment Coordinator provides direct services to prospective students, collaborates with school personnel, and ensures high school students receive the resources needed for a seamless transition to college.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Establishes and maintains strong partnerships with high schools, ensuring alignment between PCC programs and student needs.
2. Serves as the primary point of contact for assigned high schools, responding to inquiries from students, parents, and school staff regarding admissions, financial aid, and enrollment.
3. Organizes, leads, and executes Pima Days at high schools to promote PCC programs.
4. Coordinates and oversees services for high school students, including placement testing, financial aid, scholarship and FAFSA assistance, application support, and connections to other college resources.
5. Organizes and facilitates on-campus tours and engagement activities for prospective high school seniors.
6. Represents PCC at high school events, advisory groups, community meetings, college fairs, open houses, and graduation ceremonies to strengthen engagement, recruitment efforts to encourage enrollment.
7. Participates in college committees, task forces, and initiatives related to student recruitment and retention.
8. Provides onboarding support, guiding students through course selection, career pathways, and transfer opportunities. Assists students with PCC admissions and enrollment processes, including application submission, course registration, and orientation connections.
9. Collaborates with PCC departments and student services to ensure a smooth college transition for high school students. Ensures high school students have access to enrollment resources and support services.

10. Tracks student engagement and enrollment data to assess recruitment impact, identify areas for improvement, and evaluate program effectiveness, while maintaining accurate student records.
11. Analyzes and reports program data to assess student success, recruitment impact, and retention trends.
12. Implements and oversees placement testing at high schools using PCC placement methods.
13. Assists in developing and executing recruitment strategies to increase high school senior enrollment at PCC. Collaborates on creating and implementing marketing and outreach materials to promote PCC programs to high school students and their families.
14. Maintains accurate records of student interactions, applications, and enrollment outcomes using the college's CRM system.
15. Provides professional development for high school staff on PCC admissions processes, academic pathways, and student success strategies.
16. Coordinates with the Director of High School Engagement and Recruitment to align efforts with college-wide enrollment goals.
17. Stays informed on industry trends, best practices, and policy updates related to dual enrollment and high school-to-college transition practices.
18. Assists in budget planning and oversees program expenditures as needed.
19. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Skill in coordinating and monitoring the work of others
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive, and flexible customer service
6. Skill in project management principles, processes, and techniques
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff, and overseeing their productivity, and signing employee(s) performance evaluation.

## Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
  - Master's degree in closely related field of study preferred.
  - Up to One (1) year of related program experience required.
  - Valid AZ Driver's License as travel between assigned sites required
  - One (1) to Three (3) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, position, and/or transport objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### **Special Conditions of Employment:**

- Some evening and weekend work hours
- Pre-employment Background Check Required
- Valid AZ Driver's License