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| Position Title: High School Student Achievement Specialist  | Reports to: Admissions Manager  |
| Department: Student Services | FLSA Status: Non Exempt |
| Classification: Regular Full Time | Benefit Eligible: **Yes, Full Time Benefits** |
| SOC Code:       | Last Updated: 10/10/2016 |
| Home Campus: Keshena Campus | Posting Status: 1st Posting |
| Grant Funded: Fully Grant Funded | Application Deadline: October 26, 2016 at 4:00 PM |

**Position Summary:** The SAS-High School/ Recruiter is primarily responsible for managing an assigned caseload that emphasizes personal contact with High Scool students using a pro-active, solution-oriented strategies as well as recruiting and promoting the College of Menominee Nation to potential students and external stakeholders.This is accomplished by assisting the Recruitment Coordinator with recruitment and outreach activites; and support college initiatives related to attracting new students.

**Position Responsibilities & Duties:**

* Assist with college - wide events and external events to meet enrollment goals.
* Communicate with prospective students, parents and community members through appointment, telephone, email and other materials.
* Generate student referrals through networking and community outreach.
* Prepares and ditributes recruitment and college promotional materials.
* Perform internal recruitment activities
* Provide advising to High School students throughout enrollment process.
* Meet High School students to assess initial personal, academic and career goals using the Academic Roadmap.
* Meet with assigned students to update short- and long-term plans identified in the Academic Roadmap.
* Train students in the use of on-line resources such as MyEMPOWER, on-line registration, CMN e-mail and FAFSA completion.
* Monitor individual student progress and perform pro-active advising outreach to High School students to meet institutional completion goals by meeting with and performing interventions as a result of automatic or faculty-submitted alerts.
* Connect students to campus and community resources and extracurricular opportunities.
* Maintain student files and records and respond to requests for information and/or analysis.
* Prepare various reports as requested for assessment or other purposes.
* Perform other duties as required/assigned.

**Minimum Qualifications-**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.**

* Bachelors degree required education, social work or related field from an accredited institution .
* 3-5 years related experience
* Must be able to work evenings and weekends
* Must possess excellent human relations skills with experience in meeting and working with the public
* Must have strong computer skills in Microsoft Office, keyboarding, and database management.
* Must be a team player that works cooperatively, effectively and accurately.
* Must have excellent interpersonal communication and marketing skills
* Must be self directed and possess the ability to work successfully in a multi task environment
* Must have a valid Driver License, eligibility for the CMN driver list and must maintain that eligibility, vehicle liability insurance.
* Experience working with a divers population

**Desired Qualification:**

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**Reporting to this Position:** No Direct Reports

**Physical Demands & Work Environment:**

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

**Work Environment**

The work environment characteristics 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.

-Performs administrative office Functions - Frequently

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Never

**Tools & Equipment Used:** **Office equipment including copy, scan, print and fax machines, computer, calulator and telephone.**

**APPLICATION PROCESS**

A complete application includes:

* Letter of interest
* Current Resume
* Completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu))
* Copy of all college level transcripts (official transcripts required if hired)
* Three professional letters of reference
* Copy of valid WI driver license
* Proof of any certificates or training
* Please provide:
* Proof of Tribal enrollment status
* Proof of honorable or general military discharge paperwork

**It is not the responsibility of CMN to notify you of missing pieces. Incomplete application packets will not be considered.**

Send completed application materials to:

College Of Menominee Nation

Human Resources

P.O. Box 1179

Keshena, WI 54135.

Posting closes at 4:00 PM on October 26, 2016

**NOTE: Pre-employment drug testing is part of the hiring process.**

**EOE/MITW 82-10**