

DIRECTOR OF SCHOOL RELATIONS

GENERAL STATEMENT:

Supervise the College's admission counseling function including promoting school image, programs, and successes to counselors, prospective students, parents, and the community in general.

REPORTS TO:

Dean of Enrollment Management

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Experience in high school or college administration or teaching.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Develop and implement a plan to recruit non-traditional college students.
- Coordinate all recruiting efforts for all campuses of the College.
- Coordinate school visits and recruitment for all programs of the College.
- Establish a close working relationship with superintendents, principals, and counselors of high schools in the service area.
- Seek opportunities to present information of College programs to clubs and organizations in the service area.
- Attend college nights and college day programs at high schools as deemed beneficial to the College.
- Organize the annual Career Day program.
- Do follow-up on student contacts who do not attend TVCC.
- Submit necessary reports as requested by the dean of enrollment management.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- No substantial physical activity required.
- Some overnight travel required.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 10/29/96

JD178