

**ADAMS STATE COLLEGE  
EXTENDED STUDIES  
Position Description  
Student Advisor/Recruiter  
Position #A3C083**

**Position Description:**

This is a twelve-month exempt, at-will, full-time position with the primary responsibility of recruiting students, managing student records and advising students in two-year associate and four-year baccalaureate degree programs. This individual will work directly with customers providing a high level of customer service while fostering supportive relationships with new and existing distance learning students. This individual will work collaboratively with Extended Studies staff, Adams State College staff, and staff of other educational institutions, to provide quality off-campus undergraduate programs. This individual will report to the Director of Advisement and Program Development.

**Further Information:**

Located in Alamosa, Adams State College is a state-supported institution in the San Luis Valley of south-central Colorado. The college is designated as a Hispanic Serving Institution and as a regional education provider. Adams State College's Extended Studies division serves students worldwide and is the largest enrollment unit of the college. Over 7,000 students enrolled in Extended Studies courses during the most recent academic year.

**The following are major job responsibilities:**

- Recruit distance degree students through various channels including but not limited to community colleges, prison facilities, military facilities, and international educational offices, requiring travel two to three times monthly.
- Build relationships utilizing distance delivery communication methods (phone, email, Web, social networking, etc.) to ensure proper advisement and support of off-campus students.
- Advise students on appropriate documentation required for admission, program completion and graduation.
- Evaluate and maintain student records for recruitment, advising and assessment (i.e. transcripts, applications, GPA, etc.), and degree plans.
- Use contact management programs and social networking to generate inquiries of potential students.
- Team with Extended Studies Advisement/Recruitment Unit to develop and implement marketing, recruitment and advising strategies.
- Implement records management systems (process and procedures) that support off-campus, degree-seeking students.
- Collaborate with Adams State College staff and community college personnel to align student community college requirements with Adams State College degree requirements.
- Support other Extended Studies operational needs as requested by the supervisor.

**Qualifications:**

- Bachelor's degree and at least 2 years of relevant experience.
- Ability to provide support to students with varied backgrounds such as the incarcerated, military, international, adult learners, community college transfers, etc.
- Excellent communication skills utilizing traditional and innovative methods.
- Capacity to work effectively with Adams State College academic and administrative departments.
- Technology proficiency in Microsoft Office Suite and Web applications.
- Strong organizational skills.
- Strong interpersonal skills.
- Ability and willingness to travel.
- Capacity to schedule recruiting/advising trips.
- Ability to work effectively as a team member.

- Valid drivers' license.
- Ability to perform above position description.

**Preferred Qualifications:**

- Knowledge of post-secondary academic programs.
- Knowledge of best practices in college transfer evaluation, recruitment, admissions and advising functions.
- Technology proficiency in Student Information Systems.
- Bilingual in Spanish.

**Salary and Benefits:**

\$30,000-\$34,000 based on education and experience. Adams State College offers a competitive benefits program.

**Applications:**

Completed applications must include the following:

- Letter of application, describing interest in and qualifications for the position.
- CURRENT resume/vitae.
- Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.
- Unofficial transcripts from all institutions of higher education attended, official transcripts required upon hiring.

Send applications to:

Ms. Beth Apodaca Ruybal, Chair  
Adams State College  
208 Edgemont Boulevard, Suite 3000  
Alamosa, CO 81101  
E-mail: bapodaca@adams.edu  
Telephone: 719-587-7671  
Facsimile: 719-587-7974

**Adams State has adopted background screening for its prospective employees. Offers of employment will be contingent upon the completion of an acceptable background check.**

**The selected candidate is subject to a post employment background check conducted by the Colorado Department of Corrections.**

**Review of completed applications will begin January 31, 2012, and continue until the position is filled.**

**An Affirmative Action/Equal Opportunity Employer**

Adams State College is particularly interested in applications from women and minorities.

*In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.*

Full descriptions of all positions are available from the contact person listed. Adams State College is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.