

## State of South Carolina

### Enrollment Counselor/Recruiter

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Bamberg County, SC
<b>JOB TYPE</b>	Temporary - Full-Time	<b>JOB NUMBER</b>	152861
<b>AGENCY</b>	Denmark Technical College	<b>DIVISION</b>	Student Svcs-Enrollment Management
<b>OPENING DATE</b>	07/26/2023	<b>CLOSING DATE</b>	Continuous
<b>RESIDENCY REQUIREMENT</b>	No	<b>CLASS CODE:</b>	UZ01
<b>SLOT NUMBER:</b>	0000	<b>POSITION NUMBER:</b>	000000
<b>NORMAL WORK SCHEDULE:</b>	Other	<b>PAY BAND</b>	Band 4
<b>OPENING DATE</b>	07/26/2023	<b>EEO STATEMENT</b>	Equal Opportunity Employer
<b>AGENCY SPECIFIC APPLICATION PROCEDURES:</b>	Persons interested in this opportunity should apply online at <a href="http://www.careers.sc.gov">www.careers.sc.gov</a> . Please complete the State application to include current and previous work history and education. A resume must also be attached, but it will not be substituted for completing the work history and education sections of the application or to determine if an applicant has met the minimum qualifications and additional requirements for the position. Copies of unofficial college transcripts must be submitted for positions that require a degree. Official transcripts will be required if offered the position.	<b>NORMAL WORK SCHEDULE (OTHER):</b>	Monday - Thursday (8:00 am - 5:30 pm); Friday (8:30 am - 12:00 pm) Hours subject to change. Evening and weekend hours may be required.
<b>VETERAN PREFERENCE STATEMENT</b>	South Carolina is making our Veterans a priority for employment in state agencies and institutions.		

## Job Responsibilities

Under general supervision of the Director of Admissions and Recruitment, the Enrollment Counselor (Recruiter) will be dedicated to recruiting students to attend Denmark Technical College.

### Job Functions include:

- Leads with recruitment and establishing strong relationships with local high school counselors and principals.
- Completes all data input of the admissions and enrollment process associated with the Office of Enrollment and Recruitment.
- Completes recruitment travel to college fairs across the southeastern region of the United States.
- Visits middle schools, high schools and colleges, speaking to groups and individual students, and meets with school counselors to promote outreach activities. Coordinates community workshops and retreats. Arranges visits from prospective students and parents.
- Creates a database of prospective and current students and/or potential degree candidates in the state.

## Minimum and Additional Requirements

Bachelor's Degree

### Preferred Qualifications

Ability to develop and deliver presentations. Ability to communicate effectively, both orally and in writing. Ability to develop, plan and implement short-and long-range goals.

### Additional Comments

Travel to various schools, career centers, industries, businesses, and various other locations to recruit new students. Some early morning hours, evening hours, and weekend hours are required to accommodate the schedule of various events. Ability to move up to forty (40) lbs.

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#### Agency

State of South Carolina

#### Agency

Denmark Technical College

#### Address

P.O. Box 327

Denmark, South Carolina, 29042

#### Phone

803-793-5197

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