



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Project Specialist
Payroll/Personnel Type:	12 Month
Job #:	52
Reports to:	Student Recruitment Coordinator
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Student Recruitment Specialist will be responsible for student recruitment, enrollment, and retention. The Student Recruitment Specialist is entrusted with the cultivation and maintenance of strong family and community relationships.

Essential Functions:

- Collects, enters and maintains outreach data in administrative databases
- Ensures strict confidentiality of student information and data
- Engages in intensive recruitment including phone banking, door-to-door canvassing, street outreach and other recruitment tactics
- Develops and maintains relationships with community members, currently enrolled families, and prospective families
- Researches community engagement opportunities
- Attends community events and maintains a strong district presence at all events
- Collaborates with the Office of Volunteer Services to engage volunteers, conduct training that identify and develop volunteer leaders and ensure consistent turnout and active participation of volunteers in recruitment/support building activities
- Executes the Welcoming Environment action plan to improve customer service and satisfaction
- Collaborates with team members to execute activities such as: community canvassing, neighborhood meetings, and forums
- Provides a high-quality customer service experience when interacting with community members, families, students and staff
- Assist in planning for recruitment events
- Maintains accurate, complete, neat and organized files
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Outstanding interpersonal communication skills – verbal and written
- Well-versed in the professional use of social media including but not limited to Facebook, Twitter, Instagram and Snapchat
- Proficiency in Microsoft Excel and ability to manage, understand and draw conclusions from data
- Strong organizational abilities
- Highly detailed oriented with exceptional follow-through
- Flexible and takes initiative, ownership and creative problem solving
- Ability to work some evenings and weekends
- Open to feedback, on-going professional development and willingness to take responsibility for outcomes

Experience:



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- Two or more years of recruitment and/or community outreach experience with demonstrable successful results
- Demonstrated track record of building strong relationships with the community/families

Education:

- Bachelor's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must have reliable transportation
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk
- Must be available to work weekends

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.