

STUDENT RECRUITER/HOME SCHOOL LIAISON

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for recruitment of students from their home school to attend Board of Cooperative Extension Service Career and Technical Center for their Junior and Senior year of school. The incumbent will educate students on various career opportunities and paths they could pursue if they completed the Career and Technical Centers programs. Work is performed under general supervision with leeway allowed for use of independent judgment in carrying out the details of the work.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representatives examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Educate students on career path opportunities at Board of Cooperative Extension Services Career and Technical Center;

Recruits students for Career and Tech. Programs;

Reviews applications of youth to the programs from schools and processes all necessary paperwork to enroll the youth;

Assesses the current programs offered through the Career and Tech. Center and proposes need programs to meet the needs of the students and local employers;

Maintains students records including attendance, academic performance, behavior referrals, and other information as required by the programs and or home school;

Facilitates counseling sessions for youth to plan, implement and reflect on program activities;

Creates promotional material;

Compiles information from a variety of sources;

Monitors students progress;

Visits home schools to meet with parents, students, guidance counselors, social workers, etc on an as needed basis;

Completes paperwork and assignments in a timely manner;

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Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of educational system; Good knowledge of programs offered through BOCES Career and Technical Center; Good knowledge of the labor market; Ability to express oneself clearly and concisely, both orally and in writing; Ability to prepare complex written reports; Ability to analyze factual data and prepare graphs, diagrams, and reports using a personal computer; Ability to organize and maintain accurate records and files; Ability to develop effective working relationships and deal diplomatically with students, parents, co-workers and the public; Integrity; and good judgment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Education, Guidance, Business, Psychology or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business or a related field and two years of experience in marketing or recruitment within an educational facility; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four years of experience as described in (B) above.

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NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 01/07/04

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/30/2023

Revised and Replaced in Classplan: 5/16/2025 (Edu)