Trocaire College Admissions Recruiter
Graduate Assistantship
20 hours/week
August-May (flexible schedule possible)
To accrue up to $15,000 stipend from hours worked

Responsibilities:
• Recruitment of special populations: men in healthcare and women in technology
  o On campus information sessions to educate prospective students about pursuing non-traditional occupations at Trocaire College.
  o Execute targeted program recruitment efforts at the college’s clinical sites where current students have placements.
  o Seek out collaboration with business leaders and community based organizations to establish and build partnerships that educate individuals about the benefits of non-traditional career options.
  o Target high school aged students by developing hands-on programming on campus at Trocaire and on site at the high schools that inform, educate and prepare students to pursue non-traditional careers paths.
  o Create opportunities through Trocaire’s workforce development to recruit students for non-traditional occupations.
• Provide support and participate in admissions events including open houses, one and dones, accepted student events, etc..
• Support counseling staff with recruitment and prospect management
  • Participate in assigned WNY Consortium common recruitment days in the fall
  • Participate in the Buffalo NACAC college fair
  • Participate in assigned college fairs
  • Develop and coordinate mailing of arsenal pieces for men in healthcare and women in technology
  • Telecounseling
• Other duties as assigned by the Dean of Admissions and Workforce Development and Associate Director of Admissions