Job Opportunities
University of the District of Columbia (UDC)

Position: Recruitment Specialist (Bilingual)
Salary Range: AD-1701-08/01-03 $46,706 - $50,280 Per Annum
Date: 09-30-05
Location: Van Ness Campus
Number: 05-70
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Number: 05-70
Closing Date: Open Until Filled

Areas of Consideration: Nation-wide

Responsible to Director, Office of the Registrar and Enrollment Management

Brief Description of Duties

Assists with planning and implementing a variety of assignments that support and facilitate effective student recruitment, operating independently with minimum guidance.

Conducts recruitment visits, seminars and workshops at various schools, federal and district government agencies, civic organizations, and other locations to increase the applicant pool.

Establishes and maintains contact with counselors and other administrators in surrounding middle schools, high schools, charter schools, colleges and university, civic organizations, government agencies, military establishments, embassies, and other agencies and businesses.

Participates actively in college and career fairs, recruitment visitation programs, expos and other recruitment related functions.

Executes a vigorous recruitment effort in an assigned recruitment territory, and develops and maintains prospective student database.

(see reverse side)
Qualifications Required

A Bachelor’s degree that includes or was supplemented by a major study in education or in a related field or an equivalent combination of education and experience and one year of specialized experience. The specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position as described above. In addition, applicant must be able to manage assigned recruitment territory to include in state and out-of-state travel and evening and weekend work assignments. The ability to write and speak Spanish is required.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is in the collective bargaining unit.

Please submit UDC Professional Application and résumé to:

Ms. Isabelle McMillian
University to the District of Columbia
Office of Human Resources
Building 38, Suite 301-12
4200 Connecticut Avenue, N.W.
Washington, D.C. 20008