



POSITION ANNOUNCEMENT

Position: Academic Recruiter

Job Description: Southwest Mississippi Community College has an opening for a full-time Academic Recruiter. The academic recruiter is responsible for identifying, engaging, and enrolling prospective students by promoting the college's programs, resources, and pathways. They build relationships with high schools, community organizations, and adult-learner networks; conduct outreach events and presentations; and guide applicants through admissions steps. The role includes assessing student needs, providing accurate program information, supporting placement and onboarding processes, and collaborating with faculty and student-services teams to ensure a smooth transition into college. Recruiters also track outreach metrics, maintain recruitment pipelines, and contribute to strategic enrollment goals. Reports directly to the VP for Student Affairs.

Duties and Responsibilities: Include but are not limited to:

- Participate in SMCC district college fairs
- Organize "Transfer College Fair: for SMCC students
- Present "College Prep Workshops" to high school seniors
- Conduct senior follow-up meetings, in each school 2nd semester
- Schedule and host academic campus visits
- Help with fall, spring, and summer class scheduling
- Co-sponsor "The Bear Trackers"
- Work with counseling staff to maintain office coverage.
- Work with counseling and public relations staff to develop recruitment materials
- Work with counseling staff and other departments to develop recruitment outreach programs/workshops for elementary/junior high non-traditional students.
- Dress appropriately and professional for an Institution of Higher Learning.
- Use appropriate telephone and email etiquette.
- Liaison with internal and external contacts.
- Maintain consistent communication with district Junior and Senior classes each year.

Salary: Based on Experience and Education

Qualifications: Bachelor's degree.

Experience: College level recruiting experience, general knowledge with Mississippi Community Colleges and basic knowledge of student financial aid.

Contact: Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: hr@smcc.edu

Application Deadline: May 4, 2026 by 2 p.m. Failure to include requested application information will preclude applicant from consideration of position.

Nondiscrimination Statement:

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.