



- Assist in coordination of Senior Day(s) and other special recruiting days.
- Develop, implement, maintain, and update additional social media.
- Assist Director of Admissions in identifying, developing, and implementing revised business practices that effectively meet the needs of prospective students and reduces operating costs for the department.
- Assume related duties and responsibilities as assigned.

Employee: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**All job descriptions are subject to revision based on changing needs of the college.**