



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 3/10/2025
Revised on: 2/25/2026

Job Title	Salary Schedule	Grade	Job No.
Veterans Upward Bound Academic Recruiter I	E4	05	SS8772
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Veterans Upward Bound	Non Exempt	Yes	No

JOB SUMMARY: The Academic Recruiter develops program for recruitment of project participants and an academic program to enhance participants' educational opportunities; develop and implement programs to improve academic success; and supervises the administration of assessments; assists the project director in the overall support of the program

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Bachelor's Degree **from an approved U.S. Department of Education accredited institution** required. Master's Degree is preferred.
- ◆ Experience working with veterans and/or a background in working with underserved individuals, the disabled, and other persons the project may serve.
- ◆ Strong computer skills are strongly preferred.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Willingness to travel and provide services across the 12-county service area.
- ◆ A military background and/or connection.
- ◆ Current knowledge of VA Educational Programs.
- ◆ Experience with the college admissions process.
- ◆ Familiarity with federal grant programs.
- ◆ Excellent oral and written communication skills with proven interpersonal skills.
- ◆ Experience tutoring and/or using tutorial software.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Conducts recruitment of veterans for enrollment and participation in the VUB program.
- ◆ Assists project director in developing educational activities and programs.
- ◆ Assists participants with financial aid applications and the college admission process.
- ◆ Provides assistance when veterans are applying for VA Education Benefits.
- ◆ Supervises administration of VUB assessments and evaluations.
- ◆ Evaluates the needs of each veteran to recommend an academic course of action.

- ◆ Develops a Plan and Evaluation (P&E) for each project participant to monitor progress and evaluates program completion.
- ◆ Conducts postsecondary follow-up of participants until degree or certificate is completed at the relevant educational institution.
- ◆ Provides assistance and/or tutoring in basic computer skills.
- ◆ Assists with creation and production of promotional materials for project recruitment.
- ◆ Serves as liaison between the veteran population, community organizations, service agencies, and governmental offices regarding veteran issues and participant needs
- ◆ Travels to attend veteran events, community organizational meetings.
- ◆ Compiles reports and provides information as requested to the project director on participant progress and analysis of the overall project.
- ◆ Maintains and secures records regarding all services provided to project participants.
- ◆ Maintains the security and accuracy of project data.
- ◆ Attends seminars and training sessions conducted by local, state and federal agencies.
- ◆ Develops an effective rapport with veterans, other employees and the public.
- ◆ Other duties as assigned by the project director.
- ◆ Comply with all policies of the Alabama Community College System and the College.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Ability to travel extensively within a 12-county service area, including walking, standing, and occasionally driving for extended periods.
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Strong auditory and verbal communication skills for effective interaction with veterans, community organizations, and staff.

Work Environment:

- ◆ **Setting:** Primarily office-based work with frequent travel to community events, veterans' organizations, and educational institutions.
- ◆ **Schedule:** Flexibility to work evenings, weekends, or extended hours as needed to accommodate recruitment events and program needs.

- ◆ **Interaction:** Regular engagement with veterans, educational staff, and community partners in various settings.
- ◆ **Technology Use:** Frequent use of computers, software programs, and presentation equipment during workshops, training, and outreach activities.

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date