

EOF Coordinator/Recruiter

Salary: \$55,000

Warren County Community College is seeking a student-focused and energetic professional to serve as EOF Coordinator/Recruiter. This position plays an important role in supporting students in the Educational Opportunity Fund (EOF) program through academic, financial aid, transfer, and career advisement. The EOF Coordinator/Recruiter works closely with students to develop individualized academic plans, monitor progress, promote retention, and provide programs and resources designed to support successful degree completion.

The EOF Coordinator/Recruiter also plays a key role in identifying and recruiting prospective EOF students. Responsibilities include visiting high schools, social service agencies, and community organizations throughout Warren and surrounding counties; assisting prospective students with the admissions and enrollment process; conducting student workshops; and participating in college recruitment, orientation, and student success activities. The position also assists with EOF program assessment, data collection, reporting, and the preparation of required State and institutional reports.

Qualified candidates should possess a bachelor's degree in an appropriate or closely related discipline; a master's degree is preferred. Candidates should have experience in college recruitment, admissions, academic advisement, or related student services, preferably in a community college environment. Strong organizational, interpersonal, public speaking, problem-solving, data analysis, and communication skills are essential. Fluency in Spanish is preferred.

The successful candidate will demonstrate enthusiasm for working directly with students and families and a commitment to helping students overcome barriers and achieve their educational goals. This position includes recruitment travel within and outside Warren County and may require occasional evening and weekend work. The EOF Coordinator/Recruiter will have the opportunity to make a meaningful impact on student access, graduation, and overall success.

To Apply for an Open Position

Please send a letter of interest, resume, and copies of transcripts to hr@warren.edu.

You can also mail information to:

Warren County Community College
Human Resources Dept.
475 State Route 57 West
Washington, NJ 07882