

**BOSSIER PARISH COMMUNITY COLLEGE**

## Policy &amp; Procedures

**Title: Cavalier Express Student Recruiting Team**  
**Effective Date: July 1, 2005**  
**Cancellation: n/a**  
**Division: Student Affairs Division / Office of Recruiting**

Policy Statement

The Office of Recruiting is responsible for selecting student recruiters, the Cavalier Express, to assist in locating and serving prospective students, providing outreach and information to area high schools/community, and assisting in student retention at Bossier Parish Community College.

The Cavalier Express student recruiters are selected through an interview process. The interview committee consists of the Director of Recruiting, a Recruiter, and a staff member selected by the Director. After interviews, letters are mailed to each applicant informing him/her whether or not he/she was selected to serve on the Cavalier Express. Up to six Cavalier Express are selected each semester. Students who are selected receive a tuition scholarship. Interviews are conducted each fall and spring semester.

## Procedures and Specific Information

### 1. Purpose

- To assist in locating and serving prospective students.
- To provide outreach and distribution of materials to the community to increase awareness of academic and student life.
- To assist in student retention.
- To assist with Cavalier Preview Nights each semester.
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### 2. Scope and Applicability

This policy and procedure applies to all student recruiters for Bossier Parish Community College.

### 3. Definition

Student recruiters are defined as the following:

- Currently enrolled students taking a minimum of six hours.
- Maintain a 2.0 GPA and remain in good standing with the College.
- Be student oriented, outgoing, and possess good organizational, speaking, and leadership skills.

### 4. Guidelines for scholarship

- Serve as a student recruiter
- Attend College/Career Fairs at area high schools.
- Be available for night and weekend activities.
- Participate in recruiting events throughout the community.
- Assist with Cavalier Preview Nights.
- Prepare packets of information for distribution to area high school counselors and prospective students.
- Provide community service and serve as a mentor at local elementary schools.
- Other duties as assigned by the Director of Recruiting.