



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Recruiter

**Department:** Enrollment Management

**Status:** Exempt

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Education and Experience

**Work Schedule:** 40 hours a week

## **SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Recruit new students for curriculum programs in accordance with the mission, goals, and policies of the College. Contacts and meets high school counselors and teachers to explain benefits of our program; Participates in classroom visitation and other special events to explain program to potential student; Provide information regarding admissions requirements and program benefits to prospective students and parents via phone, mail and personal visits; follows up with mail or phone call, as appropriate; Produce follow-up reports regarding activities and future plans; Provide multi-campus support during registration, special events and tours; Attend college fairs, visit high schools and technical colleges daily when tours are not in conflict.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree from an accredited college or university, preferably in marketing or related field and two years of related work experience preferably in higher education and extended computer and social media skills

**LANGUAGE SKILLS:** Ability to Audit student data and conduct statistical research to target population for recruitment and judge recruitment effectiveness.

**REASONING ABILITY:** Ability to Assist with interviewing prospective students; Input all prospective cards into CAMS (within a timely manner); Train and manage student ambassadors/tour guides.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Driver's License

**PHYSICAL DEMANDS:** Not Applicable

**WORK ENVIRONMENT:** College campus setting. Flexible and adaptable to constant change. Must be able to work a flexible schedule to include evenings and/or occasional weekends.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu) or Mail to: 604 Locust Street, North Little Rock AR, 72214