



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Recruiter – Main Campus

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: Full time

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 with community constituents including re-entry facilities, veterans and workforce agencies, and high school counselors and teachers to explain benefits of our program; Participates in classroom visitation and other special events to explain programs to potential students; Provides information regarding admissions requirements and program benefits to prospective students and parents via phone, mail, email and personal visits; follows up with prospects as appropriate; Produce follow-up reports regarding activities and future plans; Provide multi-campus support during registration, special events and tours; Attends 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. Significant related work experience can be substituted for education requirements.

LANGUAGE SKILLS: Ability to Audit student data and conduct statistical research to target populations for recruitment and judge recruitment effectiveness. Strong public speaking and presentation skills.

REASONING ABILITY: Ability to assist with interviewing prospective students; Assist with admissions processing as needed; 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