



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Prison Education 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: Full time

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Prison Education Recruiter is responsible for recruiting incarcerated Americans to receive Pell grants and pursue a postsecondary education at Shorter College.

This role travels to the current 10 corrections facilities to promote the program and provide information on how residents are able to take courses and work towards a degree in Entrepreneurial Studies or General Studies. Provides information regarding admissions requirements and program benefits to prospective students.

EDUCATION and/or EXPERIENCE: A minimum of a Bachelor's degree from an accredited college or university. A minimum of two years of related work experience preferably in higher education and/or recruitment. Ability to work with underserved and incarcerated citizens. Strong technical skills.

LANGUAGE SKILLS: Ability to assist with the admissions process, including financial aid counseling, and auditing student data. Strong public speaking and presentation skills.

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

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Driver's License

PHYSICAL DEMANDS: Not Applicable

WORK ENVIRONMENT: Comfort with working in Corrections facilities to meet with staff and recruit students. In an office environment on a college campus. 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; PEP Clearance is also required.

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu