



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Recruiting Manager

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 Recruiting Manager is responsible for overseeing the recruitment team, and developing a robust recruitment plan to maximize recruiting efforts to increase enrollment for both the main campus and the Prison Education Program (PEP). This position is responsible for developing recruiting goals and tracking metrics. They will implement recruitment strategies to build relationships with community constituencies including, re-entry facilities, veteran and workforce agencies, and high school counselors and teachers, to share the benefits of attending Shorter College. They will build relationships with the PEP leaders and staff to make better recruiting inroads in all of our corrections facilities. Build relationships with on campus stakeholders to establish partnerships that better the student experience that translates to increases in enrollment.

EDUCATION and/or EXPERIENCE: A minimum of a Bachelor's degree is preferred. At least three to five years previous experience in recruitment and managing a recruiting team is preferred. A minimum of three years of supervisory experience is preferred. Strong technical skills and ability to use technology to build tracking systems and metrics to measure student enrollment numbers. Previous experience developing marketing and social media campaigns to boost recruitment goals.

LANGUAGE SKILLS: Strong communication skills, both orally and written. Strong managerial skills to coach and develop a team that allows them to meet recruiting goals to increase student enrollment. 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: In an office setting 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 background clearance.

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