POSITION TITLE: Recruiter

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be accepted until position is filled. Deadline for first consideration is August 10, 2015.

JOB DESCRIPTION: The Recruiter is responsible for managing student recruitment efforts in an assigned territory and other areas as assigned. The Recruiter is responsible for maintaining relationships with high school counselors, visiting high schools to recruit students, working college fairs, presenting at college-day events, assisting prospective students with admissions and financial aid processes, as well as planning and participating in on and off-campus recruiting events. This is a twelve-month position with full benefits and is governed by state and federal laws and agency/institutional policy.

Specifically, the job assignment includes but not limited to:
1. Attend recruiting events and other recruiting opportunities as deemed necessary by the Director of Student Life.
2. Visit schools, counselor workshops, college fairs, etc.
3. Maintain records, address groups, and keep logbooks. Retrieve information as needed for reports or requests to comply with established guidelines.
4. Assist in evaluation of recruitment, and provide requested reports on recruiting efforts that include recruiting goals and target, successes, and recommendations for improvement.
5. Conduct campus/housing tours and provide pertinent information to prospective students.
6. Aid in coordinating and conducting prospective student, group or school visits.
7. Conducts activities on and off-campus to market SAU Tech.
8. Create displays, advertisements, and/or promotions associated with student recruitment.
9. Assist in evaluation of recruitment, and provide requested reports on recruiting efforts that include recruiting goals and target, successes, and recommendations for improvement.
10. Provide support to the Director in planning, scheduling, and executing academic, social, and recreational programs for the college community.
11. Provide leadership in adapting new and innovative approaches to achieving goals.
12. Performs related responsibilities as required or assigned.

KNOWLEDGE, ABILITIES AND SKILLS:
- Outstanding interpersonal and communication skills
- Strong verbal and written skills
- Ability to work independently and is a motivated self-starter
- Ability to work in a team environment

MINIMUM QUALIFICATIONS:
1. Associate’s Degree
2. Must be able to work a flexible schedule to include some evenings. Travel required with some overnight.
3. Background check required

PREFERRED QUALIFICATIONS:
Experience in admissions/recruitment for higher education.

ANNUAL SALARY: $25,000

DATE OF NOTICE: July 23, 2015

APPLICATION PROCEDURE: Send a completed SAU Tech application, resume, and official license/transcripts to:
SAU Tech Human Resources
P.O. Box 3499
Camden, AR 71711
(870) 574-4481
humanres@sautech.edu

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.