

SOUTHERN ARKANSAS UNIVERSITY TECH
Position Vacancy Notice

POSITION TITLE: Welding Academy Recruiter

DATE POSITION AVAILABLE: May 6, 2019

APPLICATION DEADLINE: Applications will be accepted until position is filled. Deadline for first consideration is April 22, 2019.

JOB DESCRIPTION: The SAU Tech Welding Academy Recruiter will be responsible for recruiting students for the SAU Tech Welding Academy program and the Associate-level welding engineering degree program located in Magnolia, Arkansas. 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 events for recruitment such as welding seminars, FFA conventions, SkillsUSA competitions, as well as visit high schools and career centers throughout the southern USA region.
2. Assist in maintaining required Academy files related to AWS certification records.
3. Teach in the Welding Academy lab when required.
4. 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. Must be able to work a flexible schedule to include some evenings.
2. Ability and willingness to travel for extensive periods of time throughout the SE United States.

PREFERRED QUALIFICATIONS:

1. Student advising and/or recruiting experience.
2. Familiar with Microsoft Office Programs

SALARY RANGE: \$30,000

DATE OF NOTICE: April 4, 2019

APPLICATION PROCEDURE: Applications are available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(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.