



Job Title: College Recruiter
Reports To: Director of Admissions
Department: Admissions
Classification: Full-time, Salary Exempt, 12 month, Benefits Eligible

LeMoyne-Owen College (LOC) is a four-year liberal arts college that provides a transformative experience for students with a goal of preparing them for future professional endeavors. We are a launching pad for success, no matter where a scholar is on their academic journey. The campus is located within the urban center of Memphis, Tennessee yielding a rich cultural vibrancy to our institution. We are situated in the heart of the historic Soulsville district where legendary artists once recorded soul classics at Stax Records. Notably, we are also Memphis' only historically black college with a history dating back to 1862, from where the leadership of Memphis has emerged.

LOC is seeking an energetic and organized recruiter responsible for creating awareness and disseminating information about the programs at LeMoyne-Owen College to high school students, adult students, and to the community. Recruiters are required to attend recruiting events at high schools both local and out of state, community events, and LeMoyne-Owen College hosted events.

DUTIES AND RESPONSIBILITIES: Plan, organize and schedule visits to high schools and businesses to make presentations about LeMoyne-Owen College opportunities and program options. Work with school counselors and business leaders to educate them on LeMoyne-Owen College's educational options.

- Schedule and attend events at high schools, community events or businesses.
- Categorize and input inquiry cards generated by presentations and events according to the stated procedures.
- Manage a database of an assigned territory that may include high schools, community groups or businesses.
- Call lead inquiries, set up appointments, interview, qualify and enroll prospective students at their school or campus.
- Use judgment and discretion to evaluate career paths, match students with career paths according to career goals and available programs of study. Enroll prospective students for degree programs of their choice.
- Develop and organize education presentations and recruitment events for high schools, businesses, and community events.
- Attend career fairs and any other high school, community, and business sponsored events.
- Plan, organize, and schedule "Open House" and/or other events for high school students, teachers, counselors, business owners and Human Resources directors.
- Maintain communication in resolving problem situations and in mediating solutions. Address any inquiries, questions, concerns or issues to ensure appropriate action is taken to the satisfaction of the student, college, and/or regulatory agencies in compliance with policy, procedures, and legal requirements.
- Manage a lead management system (enter, contact and follow up with leads within 24hrs, confirm appointments, qualify and enroll prospective students, contact follow up, etc.).
- Ability to manage difficult or emotional customer situations.

- Required to work some evenings and weekends as needed; also required to travel

QUALIFICATIONS:

- Bachelor's degree from a four-year college or university
- Minimum of 3-5 years admissions recruitment or sales experience
- Ability to prioritize and plan work activities, use time efficiently; set goals and objectives
- Required to have transportation and proof of insurance
- Must reside in the Memphis, TN area

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent presentation and public speaking skills
- Proficient computer skills with MS Office products
- Ability to set up and use technology for presentations
- Ability to read, write, speak and understand English fluently
- Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem-solving skills
- Must be customer service oriented, have creativity and initiative
- Ability to meet or exceed the company's attendance and punctuality standards
- Ability to evaluate objectively, fairly, and consistently
- Ability to operate a computer and other normal office equipment
- Ability to work early mornings, late nights, and weekends as needed

WORKING CONDITIONS/PHYSICAL DEMANDS: Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (25) pounds. The employee is required to travel within the area, as well as overnight travel on occasion, which may require air travel.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line.

- Cover Letter stating how this position aligns with your future career goals
- Resume
- Unofficial Transcript of highest educational level completed
- 3 references including contact information

LeMoyne-Owen College expects to utilize confidential methods to ensure fairness throughout the process. Please indicate if your current employer has been made aware of your application.

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs, and activities.

No Phone Calls Please