



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

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

MINIMUM QUALIFICATIONS

- Bachelor's degree from a four-year college or university
- Minimum of 3-5 years admissions recruitment or sales experience
- Required to have transportation and proof of insurance

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
- Ability to prioritize and plan work activities, use time efficiently; set goals and objectives
- 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 work early mornings, late nights, and weekends as needed

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision. 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 and Resume
- Unofficial Transcript of highest educational level completed
- 3 references including contact information

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