



**Position Title:** Specialized Recruiter  
**Reports To:** Dean of Enrollment  
**Department:** Title III  
**Classification:** Part-time, Non-Exempt, Grant-funded, Not Benefits Eligible

## **POSITION OVERVIEW**

Under the direct supervision of the Dean of Enrollment, the Specialized Recruiter is responsible for recruiting transfer and non-traditional STEM, Social Work, Psychology, and health-related majors. Responsibilities include taking inbound calls and making outbound calls to inquiring prospective students, following up consistently with inquiries, recruiting at community colleges and various adult serving organizations, and identifying occupations for establishing pipelines for recruitment.

## **DUTIES AND RESPONSIBILITIES**

- This position is responsible for recruiting qualified students for the school's transfer and nontraditional STEM, Social Work, Psychology, and health related programs in a compliant, appropriate, and professional manner
- Utilize only company approved materials during the phone, interview, and enrollment process
- Significant outbound and inbound calling efforts are an essential component of this role
- Follow up on all inquiries who have not scheduled an appointment and inquires who did not show for their appointment
- Interview and tour with prospective students to determine their needs, interests, and motivations for enrolling at LeMoyne-Owen College as a transfer or nontraditional STEM, Social Work, Psychology, and health related major; understand their career goals and address any concerns that might prevent them from starting or completing their education; assist them with identifying the program that best matches their needs
- Provide information to students on the school's programs and entrance requirements, including the application process, policies, procedures, and documentation regarding the admissions requirements
- Once the prospective student decides to enroll, the representative will guide them through the admissions process, address questions, schedule appointments for them to meet with financial aid and gathering all the documents necessary to start school, and ensuring students complete the admissions testing
- Uphold enrollment standards by complying with related governmental regulations and standards of accreditation, and by enrolling qualified students who meet admissions requirements as published in the school's catalog
- Follow up with prospective students who did not progress in the enrollment process or cancelled students to assist in resolving any issues and address concerns
- Achieve productivity goals based on campus needs
- Generate referrals
- Complete daily activity reports
- Maintain confidentiality of all business records and information
- Regular and reliable attendance
- Other duties as assigned

## MINIMUM QUALIFICATIONS

- Bachelor's degree
- Prior admissions or sales experience preferred
- **Part-time evening or Saturday work may be required**

## KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in the use of Microsoft Office applications
- Upbeat, professional, and a team player
- Ability to work independently
- Self-motivated with a strong work ethic
- Excellent presentation and communication skills
- Competent in using web-based platforms
- Time and task oriented
- Dependable, self-aware, empathetic, and adaptable
- Proficient in the use of a personal/laptop computer and other office equipment and work in an environment that can be fast paced
- Require higher levels of attention to detail and stressful at times
- Ability to maintain a professional and friendly demeanor and represent the college in a professional manner with all customers, personnel, vendors, and students

## 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.

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

- Cover Letter
- 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 Solicitations or Phone Calls Please**