



Position Title: Senior Recruiter, Admissions
Reports To: Dean of Enrollment
Department: Admissions
Classification: Full-time, Exempt, 12-months, Benefits Eligible

POSITION OVERVIEW

The Senior Recruiter will recruit prospective high school and transfer students through the development and implementation of integrated marketing and recruitment strategies necessary to meet the enrollment goals of the College.

DUTIES AND RESPONSIBILITIES

- Develop and implement recruitment and yield strategies to attract prospective students to the Campus and meet the enrollment needs of the College
- Establish and maintain relationships with students/parents, high school counselors, teachers, and administrators to provide pre-admission advice and counsel relative to the recruitment and admissions processes
- Prepare, coordinate, and deliver training modules to student workers and staff
- Deliver presentations to campus visitors and at off-site local, regional, national, and international locations to prospective students
- Seek out opportunities to engage and meet prospective students by participating in local, state-wide, national, or international school events, college fairs, community organizations, etc.
- Field questions and respond to inquiries from prospective students through various mediums (e.g. individual appointments, telephone, email, and social networking)
- Serve as the primary point of contact for prospective student questions and concerns
- Host and assist in the establishment and coordination of on-campus programs for prospective students
- Represent the College during on-campus events to provide information about available offerings (Including but not limited to academic programs, resources, opportunities, facilities, etc.)
- Evaluate the effectiveness of recruitment strategies and make recommendations for program changes and enhancements
- Compile, assess, and interpret student data, event outcomes, recruitment trends, market area trends, and report findings to senior leadership

- Update and report regularly on recruiting events and outcomes
- Manage and coordinate dynamic and cyclical office projects, including written outcome reports, as designated
- Perform other related duties and participate in special projects as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field or equivalent combination of education and experience
- A minimum of two years' experience in student counseling and/or admissions

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to travel overnight locally, statewide, nationally, and internationally
- Strong verbal, written and interpersonal communication skills are required
- Public speaking experience and organization skills preferred
- Demonstrated knowledge and sensitivity to working with diverse populations
- Ability to efficiently and effectively solve problems, initiate and implement projects independently

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. 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