



Career Services

Position Posting

Posting Date 09.07.2017
Removal Date 10.07.2017

Posting Number: 17-253

Job Title: College Recruiter

Company Description: Cincinnati State, Cincinnati OH

Internship []

Part-time Position []

Full-time Position []

Postings remain active only thirty (30) days.

Employer: Cincinnati State, Cincinnati OH

Contact Person: <https://cincinnati.state.applicantpro.com/jobsearch/>

See Below

Salary: \$39,400.00

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.

Essential Duties:

- Serve as recruiter for the College providing outreach services for a strategic market segment provided by leadership.
- Assist with the planning and presentation of the weekly admission information sessions and other on-campus recruiting functions.
- Personally follow-up with applicants and prospects through multiple communication channels.
- Assist in answering routine mail/email inquiries about admissions.
- Establish office hours for prospect appointments and walk-ins to provide admission information.
- Serve on the recruiting/admissions advisory committee with high school counselors.
- Keep informed about programs and course offerings of the College, including Workforce Development.
- Keep flexible hours to meet request for evening and weekend high school college nights, College fairs, career sessions, shopping center fairs and similar events.
- Assume other duties and responsibilities as assigned.

Minimum Qualifications:

- Associate's degree required.
- Previous experience working with the public.
- Valid Driver's License and reliable transportation to travel to campuses and events.
- Availability to work evenings and/or weekends as required.

Preferred Qualifications:

- Bachelor's Degree.
- Two (2) years of professional experience, ideally within a college setting.
- Demonstrated knowledge of issues pertaining to higher education, recruitment and admission.
- Knowledge of student information systems and/or customer relationship management (CRM)
- Experience coordinating and prioritizing work and activities of self and others.