



Recruitment & Enrollment Specialist

Calumet College of St. Joseph is a Catholic, private, liberal arts college sponsored by the Missionaries of the Precious Blood located in Hammond, IN., 28 miles from the Chicago Loop. Founded in 1951, Calumet College of St. Joseph offers four graduate degrees, 19 bachelor's degrees, including 15 traditional majors, 10 associate's degrees and four accelerated programs. Recognized as a "Best College" for ethnic diversity by U.S. News and World Report 2014, CCSJ has an enrollment of approximately 800 domestic and international students.

Department: Enrollment Management
Status: Full time, Regular, Exempt
Hours: Primarily 8:30 am – 4:30pm Monday –Friday
Evening hours and weekends scheduled as needed
Reports to: Director of Enrollment Management
Education: Bachelor's Degree required.

Position Summary:

The Recruitment and Enrollment Specialist works as part of the team to recruit, enroll and retain students at CCSJ. The successful individual will have excellent communication skills (verbal and written) in order to relate to a diverse student population. This role is primarily responsible for representing CCSJ within the community and other organizations where college bound students can be found. This individual must be knowledgeable about the facilities and programs offered and have the ability to recruit students from all backgrounds.

Qualifications:

- Proficient in Word, Excel and PowerPoint
- Experience in Empower student database is a plus
- Excellent interpersonal and public communications skills, including telephone and presentation
- Strong work ethic and entrepreneurial spirit to grow new programs
- Ability to multi-task and serve as a team player on a small staff

Knowledge, Skills & Abilities:

Requirements listed below are representative of the knowledge, skill, and/or ability required to be successful in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to speak and present information one on one and/or to small/large groups
- Ability to maintain composure under stressful working conditions
- Strong organizational and communication (verbal and written) skills
- High level of interpersonal skills including ability to work with diverse groups
- Detailed knowledge of program offerings
- Ability to be self-motivated and maintain initiative
- Knowledge of Northwest Indiana and Chicagoland area high schools

Interested applicants should submit a resume and cover letter to:
Andy Marks, Director of Enrollment at amarks@ccsj.edu

Posting date: 04/23/2019 - This position will remain open until filled.
CCSJ is an equal opportunity employer