

## **JOB POSTING**

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 1,200 domestic and international students.

We currently have the following position opening:

**Position Title:** Recruitment & Enrollment Specialist, Traditional Programs  
**Department:** Enrollment Management  
**Status:** Full time, Regular, Exempt  
**Salary Grade:** Professional Level II  
**Hours:** Primarily 8:30 am – 4:30pm  
Monday –Friday with 1 evening shift a week from 11am-7pm  
With occasional Saturday shift from 9am-2pm.

**Reports to:** Director of Admissions  
**Education:** Bachelor's Degree required.

**Experience:** Prior experience in higher education, marketing, sales, and recruiting and or student personnel services preferred.

### **Position Summary:**

The Recruitment and Enrollment Specialist works as part of the team to recruit, enroll and retain students into traditional programs 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:**

Must be 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  
Prior knowledge of Chicagoland area high schools is a plus  
The individual will have access to confidential student information throughout the application process. Strict confidentiality is expected.

**Interested applicants should submit a resume and cover letter to:  
Andy Marks, Director of Enrollment at [amarks@ccsj.edu](mailto:amarks@ccsj.edu)**

Posting date: 02/21/2019 - This position will remain open until filled.

*CCSJ is an equal opportunity employer*