

Calumet College of St. Joseph
Job Posting – II/06/I8

Position Title: **Recruitment & Enrollment Specialist**
Status: Full time, Regular, Non-Exempt
Hours: Primarily 8:30 am – 4:30pm with 1 evening shift a week/weekends as needed
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 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
- 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
- Ability to maintain confidentiality

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:

- Knowledge of computer software including Word, Excel and PowerPoint
- 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
- Working knowledge of Empower database
- High level of interpersonal skills including ability to work with diverse groups
- Ability to understand and clearly communicate policy and procedure
- Detailed knowledge of program offerings in order to discuss in public
- Ability to be self-motivated and maintain initiative
- Knowledge of Northwest Indiana and Chicagoland area high schools

Primary Responsibilities/Duties:

- Ability to work in a performance-based enrollment environment
- Recruit and enroll prospects to meet or exceed enrollment goals
- Oversee customer service quality in the admissions and enrollment processes
- Respond to prospective student inquiries via telephone, face-to-face, web and email.
- Meet with both inquiries and applicants with regard to fulfillment of preadmission academic requirements.
- Conduct information meetings on and off campus.
- Assist with communications between prospective students and various college departments
- Establish and maintain contacts in the business community.
- Participate in available showcase activities, such as college fairs, job fairs, and special events.
- Maintain an ongoing awareness of higher education programs at other institutions, locally and beyond.
- Be aware of and communicate opportunities for marketing and recruitment.

To apply, please send a cover letter stating how your previous experience and qualifications match the position requirements along with a current resume to **Sharon McGuire, Director of Human Resources via email at smcguire@ccsj.edu**. This position will remain open until filled.

CCSJ is an equal opportunity employer.