



RECRUITER

FULL-TIME, CONTRACT

Eastern Gateway Community College has an exciting opportunity for an Admissions Recruiter. We are currently inviting applicants to submit their resumes for consideration. This position will be based at our campus located in Steubenville, Ohio, but will be expected to travel to local schools, businesses, and other locations to recruit future students. The ideal candidate will possess a minimum of a Bachelor's degree and will preferably possess experience in Higher Education Recruiting.

The Recruiter is responsible for recruiting traditional and non-traditional students by conducting presentations and attending educational and community events and other related events.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule appointments with schools, businesses and industries in service district and surrounding counties to recruit students.
- Speaks with guidance counselors, individual students, and classrooms of students to provide information about programs and services offered by the college.
- Provide information to prospective students about programs and career pathways.
- Conduct presentations to non-traditional groups.
- Attend educational and community events.
- Maintains contact with prospective students via phone calls, emails and written correspondence.
- Provides admissions counseling and processing services to potential students.
- Helps plan and conduct various recruitment events and activities.
- Assists with College Credit Plus.
- Provides new student advising.
- Must use computer software programs for student processing and report writing.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required.

- Previous recruitment, sales, and/or marketing experience preferred.
- Higher education experience a plus.
- Excellent interpersonal, verbal, and written communication skills required.
- Computer skills required, experience in PowerCAMPUS a plus.
- A successful candidate will have excellent organizational skills, the ability to multi-task, and be detail-oriented.
- Evening and weekend hours required.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

Heather Thomas

hthomas@egcc.edu

*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.