JOB POSTING

Student Recruiter
(Raleigh County Campus – Beckley, WV)

Summary of Responsibilities:
To recruit traditional and non-traditional students for all campuses of New River (Raleigh County, Nicholas County, Greenbrier Valley, and Mercer County). Emphasis will be placed on recruiting students in Health Care programs. The position is based on the Beckley campus.

Specific Duties:
• Outreach activities that are directly related to the recruitment of students. This includes high school visits, college fairs, vo-tech schools, workforce centers, community groups, etc. (Lead generation)
• Track and work leads. Log recruitment activity and follow up using phone calls, e-mails, and or letters
• Responsible for responding 1-800 telephone line leads
• Responsible for responding to web site leads
• Assist with processing and admissions applications, advise and register students, coordinate campus visits and tours
• Assist with the preparation of admission materials and recruitment advertising
• Tracking of enrollment trends
• Sit on various college committees

This position reports directly to the Director of Enrollment Services. Position may require travel between campuses.

Education:
• A Bachelor’s Degree
• Valid Driver’s License is required.

Experience:
• Over 6 months of experience working as a recruiter or customer relations, preferably in higher education.

An equivalent combination of education and related experience are acceptable.

Skills, Knowledge, Abilities:
• Excellent communication skills (oral and written)
• Time management
• Computer skills
• Leadership
• Must be outgoing.

Classification/Compensation:
This is an exempt, classified position, pay grade 15 with a starting salary of $27,015 per year.

Application Process:
Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material: Cover letter to include position of interest, résumé, contact information for three references and copies of college transcripts must be submitted to address below. For full consideration, application material must be received by April 30, 2010 at 4 p.m. Position is open until filled. All positions are subject to funding availability. AA/EOE

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