

POSITION ANNOUNCEMENT

Recruiter

Northeast Mississippi Community College is now accepting applications for a full-time, twelve-month Recruiter located in Booneville. This position supports the enrollment efforts by providing admissions information to prospective or newly admitted students, creating communication materials, and by representing the college at onsite locations such as high schools and career fairs.

QUALIFICATIONS:

Required -

- Bachelor's Degree
- Ability to learn BANNER administrative software
- Extensive computer and data entry skills
- Ability to be flexible and adapt to changing processes
- Public Speaking; Ability to make presentations to individuals and or groups
- Ability to prioritize and multi-task with ease
- Must be detail and accuracy oriented
- Superior customer service skills
- Strong analytical skills
- Team player
- Confidentiality
- Problem Solving Skills
- Ability to handle multiple tasks with ease
- Be available for night and weekend recruiting activities
- Ability to use social media for recruiting

Preferred -

- Master's Degree
- Experience in BANNER administrative software

APPLICATION DEADLINE:

June 6, 2024

APPLICATION MATERIALS:

To apply, email a cover letter, official college application form, resume, and official transcript(s) of all college work. (*Applications currently on file can be activated for this position by submission of a cover letter.*)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

POSITION: Recruiter (12 month)

REPORTS TO: Recruiting Coordinator

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ROLE: The Recruiter supports the enrollment efforts of Northeast Mississippi Community College by providing admissions information to prospective or newly admitted students, creating communication materials, and by representing the college at onsite locations such as high schools and career fairs. This is a full-time twelve-month staff position for the Booneville Campus.

ACTIVITIES:

- Assist in visitation of schools and career programs within designated recruitment area.
- Assist in coordination of the direct mail marketing and to potential students.
- Knowledge of admission policies, procedures and requirements.
- Knowledge of procedures regarding financial aid, scholarships, housing, programs of study and assist prospective students in these areas.
- Arrange and give campus tours and assist with on campus recruiting events.

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- Assist in the coordination of campus visitation for potential students to include both groups and individual tours.
- Assist in development of recruiting and promotional materials.
- Assist with directing student-recruiting ambassadors.
- Attend and support college activities and functions.
- Diffuse problematic situations.
- Cross train with other positions in Enrollment Services.
- Work as a team member with other professionals.
- Other duties as assigned by the Recruiting Coordinator.

Note:

Job description, role, and activities may change at any time without prior notice.