



Job Description

JOB TITLE: Admissions Recruiter
DEPARTMENT: Admissions Department
REPORTS TO: Director of Admissions

COLLEGE MISSION: Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

POSITION SUMMARY: Identify and recruit college bound students who are academically qualified for admission to Rochester College and seek to be part of a dynamic learning community.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- 1-3 years of experience in recruiting, enrollment advising, sales or marketing
- Bachelor Degree in related field
- Experience in public relations or communications preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit prospective students who are academically qualified for admission and are seeking a dynamic learning community.
- Lead prospective students, who are qualified and interested, through the admissions process.
- Promote Rochester College to targeted schools and churches
- Obtain paid applications and convert applicants to enrolled students
- Meet or exceed individual recruitment goals
- Travel extensively to recruit prospective students and build relationships
- Maintain correspondence with prospective students through campus visits, personal visits, email, notes/letters, telephone calls, and digital media.

REQUIRED SKILLS AND ABILITIES:

- Strong organizational skills for managing several processes and activities at one time
- Strong communication, sales and marketing skills
- Basic bookkeeping and record keeping skills
- Knowledge of Microsoft Office applications, including Word, Excel, Access and PowerPoint; knowledge of CAMS is a plus
- Self-motivated, resourceful and creative thinker
- Ability to portray a professional image
- Ability to interact with all levels of staff, faculty and administration
- Ability to travel extensively, including out of state travel
- Ability to work nights and weekends
- Some lifting may be required
- Ability to fully support the mission of Rochester College.

How to Apply:

Interested parties need to submit a cover letter, resume and completed RC employment application. The employment application may be found at <http://www.rc.edu/jobs-rc/>.

Electronically submitted documents are encouraged and should be sent to Ginny May at gmay@rc.edu.

Deadline to Apply:

Those interested should submit completed materials by May 15, 2018, to ensure consideration. Background checks are conducted on all final candidates for all positions.



Contact:

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