ANNOUNCEMENT OF POSITION VACANCY
Recruitment Specialist

SUMMARY: Reporting to the WCCC Director of Student Services, this position is responsible for recruiting new traditional and non-traditional students to WCCC which includes creating and implementing communications and recruiting plans. This position may supervise student support staff as assigned.

DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Create and implement a communications and recruitment plan, for both high school and college level programs, to address the dynamic needs of a diverse prospective student population, including identifying gaps and working to provide solutions.
- Work with CMU marketing team to develop new, and improve current, marketing materials.
- Develop comprehensive understanding of the “recruiter” campus recruitment module to assist in developing close relationships and communication with prospective students.
- Coordinate recruitment strategies including goal setting, scheduling visits, maintaining tracking records, identifying demographic trends, and building relationships with high school counselors, public service personnel, and other prospects through various forms of communication.
- Provide presentations in high schools and actively and frequently recruit students and disseminate information at parent teacher conferences, educational workshops, orientations, college, job, and career fairs.
- Make in-office and external presentations to prospective students and families, conduct ongoing follow-up communication, answer daily phone inquiries, counsel walk-in traffic, and lead campus previews and tours.
- Plan promotional and program materials in collaboration with Director of Student Services.
- Coordinate mailings to prospective and admitted students.
- Assist students in the admissions process while maintaining a high awareness of WCCC/CMU admission requirements and policies. Perform preliminary financial aid, scholarship, housing, and career counseling, spotlighting the related benefits of WCCC/CMU to the prospective student, as well as counseling with parents and high school and college personnel.
- Assist students with course registration both online at CMU website and in BANNER, demonstrating current, detailed, and accurate knowledge of college programs.
- Act in liaison capacity with CMU Admissions Office and community agencies to increase collaboration for special programs and to ensure that WCCC interacts with all areas affecting college student enrollment. Monitor application components and serve as a resource for facilitating program success.
- Provide reception desk coverage 1.25 days per week.

EDUCATION and/or EXPERIENCE:
Required:
- Bachelor’s degree from an accredited institution

Preferred:
- Experience working with students in a college or university setting

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.
TYPE OF APPOINTMENT: Full-time administrative appointment

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by June 17, 2016.

APPLICATION:
Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:
- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Recruitment Specialist - WCCC Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: (970) 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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