



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:

<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

RECRUITER COORDINATOR FOR RECRUITING AND CAREER PLACEMENT

EXEMPT Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of September 28, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$45,000 - \$46,500 Annually - Plus Competitive Benefits

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

The Recruiting Coordinator is primarily responsible for external outreach to local high school students, the region, non-traditional students, and potential student applicants with some college, but no degree for the purpose of enrolling these individuals into credit programs at College of Eastern Idaho. The role of the Student Recruiting Coordinator is to promote, develop relationships with external organizations, and employ recruiting strategies to attract new potential students to the College. This position will work closely with other areas of the College to create promotional materials, facilitate recruiting events, participate in external events, and provide information regarding College degrees and certificates as well as general College services.

A secondary role for this position is to externally represent the College and students for career placement. This Coordinator assists in planning, promoting, and managing a broad spectrum of externally focused activities, events, and programs which could result in career placement after graduation, internships for current students, participation in career and job fairs, and to act as a direct liaison with business and industry HR department.

EXAMPLE RESPONSIBILITIES:

- Primarily responsibility of this position is attraction, recruitment and admissions of new or returning students.
- Work closely with other student services and enrollment management staff to provide excellent service to students.
- Develop a good working relationship with other university and college recruiters employing best practices toward a goal of increased student admissions.
- Provide support to students or college personnel regarding detailed student activity information above and beyond routine information and processes.

- Remain informed of best practices regarding student affairs practices, and student development. Utilize a “data driven” approach to recruiting activities.
- Maintain expert level knowledge of applicable policies, procedures regulations rules, statues and laws. Assist in the local community in on going compliance efforts.
- Post job positions for CEI students (internships or post-graduation employment).
- Support internships and service learning opportunities for students in CEI programs.
- Collect employment data for CTE Placement Reports.
- Primary contact within the Student Affairs unit for student career placement opportunities.
- Work closely with business and industry partners to support placement of CEI students in to internships or employment after graduation.
- Assist with the orientation processes for new student clubs and organizations.

MINIMUM QUALIFICATIONS:

- Bachelors’ degree in relevant discipline. Master’s Degree in relevant discipline preferred.
- 3 years’ of demonstrated experience in recruiting and admitting students into a post-secondary college or university.
- Prior mentoring/coaching experience in a college/university with business and industry partners.
- Strong cross culture interpersonal and writing skills necessary, including public speaking skills and ability to represent the college on a positive way to diverse populations.
- Experience working in a community college setting, serving a diverse, nontraditional student population preferred.

HOW TO APPLY:

Electronically submit a completed application packet **(in .pdf or Word format)** to hr@cei.edu. The application packet must include the following:

- CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.