

Director, Recruitment
University of Idaho

Direct Link: <https://www.AcademicKeys.com/r?job=108846>

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Job Title	Director, Recruitment
Department	Enrollment Management
Institution	University of Idaho Moscow, Idaho
Date Posted	Jul. 6, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Enrollment Management/Registrar
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Job Description	

University of Idaho

Director, Recruitment

Location: Moscow

Division/College: Enrollment Management

Employee Category: Exempt

Pay Range: \$62,000 annually or higher commensurate with experience

Full/Part Time: Full Time

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Position Summary:

Provide oversight, support and supervision for undergraduate and International recruitment activities in the Admissions/Campus Visits Office. Reporting to the Assistant Vice Provost of Strategic Enrollment Management, this position will create and implement an annual strategic recruitment plan that is directly linked to recruitment and enrollment goals and resources. The Director of Recruitment will contribute to the management of a Customer Relationship Management system, and all recruitment communication such as direct mail, travel, off-campus events, and other special events related to the recruitment cycle. This position will serve as an engaged member of the technology team, Admissions Office leadership team, and works directly with the Vice Provost for Enrollment Management, Director of Financial Aid, and the Director of Marketing. This position also supervises a talented team of recruiters located in Idaho, Washington, Oregon and California.

Minimum Qualifications:

Bachelors degree and five (5) years experience in an admissions office environment with documented progressive experience leading up to an associate director of admission title (or equivalent)

Experience with new student recruitment and admissions technology, territorial management, as well as a student centered/customer service oriented philosophy

Experience developing and implementing strategic initiatives related to recruitment

Excellent personnel management skills and experience providing proactive leadership

Ability to work in a fast-paced environment

Ability to communicate effectively, both in writing and orally; proven ability to network, promote, and form collaborative partnerships

Proven ability to work well independently as well as part of a team

Ability to work well with a variety of constituencies, including students, parents, school counselors, faculty, administrators, alumni, and others

Preferred Qualifications:

Masters or doctoral degree

Experience in leadership and supervision of professional staff

5-8 years work experience in international student enrollment management, international student recruitment, and/or experience marketing in an international market

Knowledge of and demonstrated success in management of SCT Banner and customer relationship management systems

Experience in presentations to large groups

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Experience working with statewide extended learning and outreach center

Physical Requirements & Working Conditions:

Posting Number: SP001873P

Posting Date: 07/05/2018

Closing Date:

Open Until Filled: Yes

Special Instructions:

Position is open until filled, however, applications received prior to July 26, 2018 will receive first consideration.

In addition to the online application, please submit a resume and a detailed letter of qualification addressing all of the minimum and preferred qualifications.

Position will remain open until a sufficient pool of candidates is identified.

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [url=http://apptrkr.com/1253279]jobs.uidaho.edu

EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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