

Mount Eagle Institute

Student Recruiter/enrolment Specialist

General Functions:

Recruit new students for curriculum programs in accordance with the mission, goals, and policies of the Mount Eagle Institute.

Characteristic, Duties and Responsibilities:

1. Contacts and meets prospective I students, high school counselors and teachers to explain benefits of the program.
2. Participates in classroom visitation, fairs and other special events to explain program to potential students.
3. Provides information regarding admissions requirements and program benefits to prospective students and parents via phone, mail and personal visits; follows up with mail or phone call, as appropriate.
4. Assists new students with the enrollment process and career options.
5. Produces follow-up reports regarding activities and future plans.
6. Maintains awareness of new departments in field through conferences and professional development classes.
7. Coordinates assigned activities with those of other programs, departments, and outside agencies and organizations.
8. Provides multi-campus support during registration, special events and tours.
9. Assists new students with the enrollment process including advising, placement testing administration, and registration of first-time students.
10. Plan, coordinate and organize the college-wide Open House.
11. Serve as consultant and resource to internal departments with recruitment training and new student enrollment process training via information sessions, committees, and professional development opportunities.
12. Develop recruitment plan for academic programs; promote and maintain awareness of programs and other student services.
13. Facilitates planning, organization and implementation of special events, institute communication, and serve as marketing liaison for Outreach & Recruitment.
14. Performs other duties as assigned

Minimum Requirements:

Bachelor's degree from an accredited college or university preferably in marketing or related field and two years of related work experience preferably in higher education

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of marketing and sales techniques
- Knowledge of curriculum program offerings at the college and admissions requirements
- Knowledge of human relations and personnel practices
- Knowledge of Microsoft Office Suite and basic database management
- Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; traveling to other campuses and high schools in the counties around Forsyth; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

Apply:

Resume and Cover letter with 2 references by Email info@mounteag.com or Fax 336-499-2002