



<b>Position Title:</b> Recruitment Coordinator	<b>Reports to:</b> Admissions Manager
<b>Department:</b> Student Services	<b>FLSA Status:</b> Exempt
<b>Classification:</b> Regular Full Time	<b>Benefit Eligible:</b> Yes, Full Time Benefits
<b>Home Campus:</b> Keshena	<b>Posting Status:</b> 1 <sup>st</sup> posting
<b>Grant Funded:</b> Partially Grant Funded	<b>Application Deadline:</b> July 21, 2014 at 4:00 PM

**Position Summary:**

The recruitment coordinator is responsible for planning, coordinating, and directing strategies and activities that optimize enrollments by attracting new students to the College. This is accomplished by providing essential information about the College as it relates to admissions and enrollment; fostering awareness, promotion, and support of a culture of higher education through outreach; planning, directing, and providing administrative oversight for recruitment and outreach activities; and supporting College initiatives related to attracting new students.

**Position Responsibilities & Duties:**

- Develop strategies to strengthen partnerships with high schools that serve American Indian populations.
- Marketing and coordinating college-wide events and external events.
- Work with recruitment core group to plan and execute outreach events.
- Compile data and feedback to assess effectiveness and make recommendations for future event and visit initiatives.
- Liaise with various offices across the college to successfully coordinate activities.
- Assist with the design and manage print, web-based and social media components and materials related to recruitment events. This may include such things as: web pages, online registration forms, surveys, event videos, event photography, presentations, etc.
- Promotes the recruitment program among faculty and staff to elicit their ideas, support, and participation.
- Develops and conducts in-service training for staff assigned to perform recruitment activities
- Work with the Dean of Students Services to develop the annual promotions and advertising recruitment budget
- Manage recruitment events within Empower system.
- Perform other duties as required/assigned.

**Minimum Qualifications-**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree required from an accredited institution
- 1-2 year's related experience
- Must be able to work evenings and weekends
- Must have work experience with individuals of various social, economic, racial, ethnic, gender and disability backgrounds.
- Must possess excellent human relations skills with experience in meeting and working with the public
- Must have strong computer skills in Microsoft Office, keyboarding, and database management.
- Must be a team player that works cooperatively, effectively and accurately.
- Must have excellent oral and written communication skills
- Must be self-directed and possess the ability to work successfully in a multi task environment

**Desired Qualification:**

- Master's degree preferred

**Physical Demands & Work Environment:**

Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Frequently

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Never

**Tools & Equipment Used:**

Office equipment including copy, scan, print and fax machines, computer, calculator and telephone.

## **APPLICATION PROCESS**

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

**It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.**

Application materials can be mailed to:

College Of Menominee Nation  
Human Resources  
P.O. Box 1179  
Keshena, WI 54135.

And online application is available at: <http://www.menominee.edu/careers>

Posting closes at July 21, 2017 at 4:00 PM

**NOTE: Pre-employment drug testing is part of the hiring process.  
EOE/MITW 82-10**