

East Arkansas Community College is accepting applications for (2) Recruitment Coordinators:

Recruitment Coordinator – Community/Non-Traditional Focus

Recruitment Coordinator – High School/Traditional Focus

Recruitment Coordinator – Community/Non-Traditional Focus

The Community/Non-Traditional Focus Recruitment Coordinator will report to the Executive Director of Public Relations and Community Programs and is responsible for the following:

Implementing a comprehensive student centered community and non-traditional focus recruitment plan. This plan will include but is not limited to the following: Recruitment and Marketing strategies for primarily non-traditional students; targeting social and civic clubs, churches, community events, EACC Alumni, Business and Industries and other community agencies. The Recruitment Coordinator will work directly with the Recruitment Coordinator (High School and Traditional Focus) in coordinating the College's recruitment plan, goals, and efforts. This position requires working nights and weekends and will be scheduled in the convenience and best interest of the College.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Manage and coordinate community related recruitment efforts.
2. Review, revise, and implement EACC's recruitment plan.
3. Review institutional research reports to meet projection goals.
4. Promote and represent EACC at community events, fairs, promotional opportunities, etc.
5. Make presentations and coordinate speaking engagements with social and civic organizations, churches, business, and industries.
6. Make presentations to prospective students.
7. Manage a specific set of recruitment projects.
8. Organize special recruitment events and coordinate participation of program faculty and staff.
9. Assist in creating, packaging, monitoring, and distributing materials for student recruitment.
10. Prepare recruitment reports and proposals, and respond to inquiries from prospective students.
11. Secure and maintain a supply of promotional items and EACC program brochures and flyers.
12. Plan and conduct campus tours.
13. Perform other duties as assigned.

KNOWLEDGE, ABILITY, AND SKILLS

Abilities to gather data, compile information, and prepare reports, develop and deliver presentations, work effectively with diverse populations, communicate effectively, both orally and in writing, and develop, plan, and implement short and long-range recruitment goals.

MINIMUM QUALIFICATIONS

The formal education equivalent of a Bachelor's Degree required. One year of experience directly related to the duties and responsibilities specified.

Recruitment Coordinator – High School/Traditional Focus

The Recruitment Coordinator (Traditional and High School Focus) will report to the Executive Director of Public Relations and Community Programs and is responsible for the following:

Implementing a comprehensive student centered traditional and high school focus recruitment plan. This plan will include but is not limited to the following: Recruitment and Marketing strategies for primarily traditional students, targeting high school career days/fairs, and other high school related events and activities including awards days, sports events, etc. The Recruitment Coordinator will work directly with the Recruitment Coordinator (Community and Non-Traditional Focus) in coordinating the College's recruitment plan, goals, and efforts. This position requires working nights and weekends and will be scheduled in the convenience and best interest of the College.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Manage and coordinate traditional and high school recruitment efforts.
2. Review, revise, and implement EACC's recruitment plan.
3. Review institutional research reports to meet projection goals.

4. Promote and represent EACC at high school activities, fairs, college days, state-wide recruitment events, as well as community events, fairs, promotional opportunities, as needed.
5. Make presentations and coordinate speaking engagements with traditional and high school related recruitment events.
6. Make presentations to prospective students.
7. Manage a specific set of recruitment projects.
8. Organize special recruitment events and coordinate participation of program faculty and staff.
9. Assist in creating, packaging, monitoring, and distributing materials for student recruitment.
10. Prepare recruitment reports and proposals, and respond to inquiries from prospective students.
11. Secure and maintain a supply of promotional items and EACC program brochures and flyers.
12. Plan and conduct campus tours.
13. Perform other duties as assigned.

KNOWLEDGE, ABILITY, AND SKILLS

Abilities to gather data, compile information, and prepare reports, develop and deliver presentations, work effectively with diverse populations, communicate effectively, both orally and in writing, and develop, plan, and implement short and long-range recruitment goals.

MINIMUM QUALIFICATIONS

The formal education equivalent of a Bachelor's Degree required. One year of experience directly related to the duties and responsibilities specified.

Please submit an EACC application, resume, and transcripts(s) to EACC Human Resources Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until positions are filled.

EACC IS AN AA/EO EMPLOYER