

Recruitment Coordinator

East Arkansas Community College is accepting applications for the position of Recruitment Coordinator.

POSITION SUMMARY

The Recruitment Coordinator is responsible for implementing a comprehensive student centered community and non-traditional focus recruitment plan. The Recruitment Coordinator will work directly with the Recruitment Coordinator (High School and Traditional Focus) in order to synchronize and ensure participation in recruitment and outreach activities.

TYPICAL FUNCTIONS

Manage and coordinate community related recruitment efforts, review, revise, and implement EACC's recruitment plan, make presentations to prospective students, assist in creating, packaging, monitoring, and distributing materials for student recruitment, prepare recruitment reports and proposals, and respond to inquiries from prospective students, plan and conduct campus tours.

KNOWLEDGE, ABILITY, AND SKILLS

Ability to gather data, compile information, prepare reports, develop and deliver presentations, work effectively with diverse populations, communicate effectively both orally and in writing, 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 transcript(s) to EACC Personnel Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.

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