

## Recruiter/Student Data Strategist

The Recruiter/Student Data Strategist is a key part of the Student Success Team, and the position reports to the Dean of Student Experience

Job duties and responsibilities include:

- Develop data-driven recruitment strategies by using various sources to evaluate student characteristics and trends;
- Develop, monitor, and achieve annual recruitment goals for Allied Health, CTE, General Education and service areas, including engagement in consistent prospect follow-up, routine tracking procedures, and development of reports on applicant pools;
- Collaborate with academic departments to ensure program success by understanding their needs, admissions requirements and enrollment goals;
- Serve as liaison in partnerships between the college and local schools;
- Plan and implement recruitment activities and strategies to cultivate and recruit prospective applicants in assigned areas;
- Utilize campus administrative software and ongoing strategic communication, including in-person appointments, phone calls, direct mail, email, and social media;
- Respond to prospective applicants on the admissions process, financial aid information, and opportunities at the college in a timely manner;
- Represent and market the vision and mission of East Arkansas Community College;
- Engage in expansive student outreach through college recruitment events and student activities;
- Contribute to the planning and execution of activities and special events designed to enhance enrollment, including on-campus visits, visitation days, and student orientation events;
- Collaborate with Admissions and marketing team to assist with gathering documentation for prospective and newly admitted students;
- Serve on campus committees focusing on recruitment;
- Complete duties and responsibilities in compliance with college standards, policies and guidelines;
- Promote positive morale and teamwork and provide exceptional customer service to students, faculty, staff and community;

### Minimum Job Requirements

- Bachelor's degree; Preferably 1 year of experience directly related to the duties and responsibilities specified.

### Knowledge, Skills and Abilities Required

- Ability to develop and deliver presentations to small and large audiences.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of current student recruitment and retention issues in higher education.
- Ability to organize and coordinate skills and abilities.
- Ability to work effectively with diverse populations.

**What We Offer:** A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA

CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

**Base Salary:** \$35,360.00.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu), or complete an online employment application located at [www.eacc.edu/employment](http://www.eacc.edu/employment). Review of applications will begin immediately and continue until the position is posted. EACC offers all full-time employee a generous benefit and leave package. EACC is an AA/EO employer.