

## Director of Recruiting

The Director of Recruiting is responsible for implementing and administering a comprehensive student centered recruitment plan. This position provides leadership, guidance, and supervision for the College's overall student recruitment efforts.

### **Duties and responsibilities include:**

1. Provide college-wide coordination, oversight, and vision for recruitment
2. Provide leadership in creating and advancing recruitment strategies designed to meet the enrollment goals of the college.
3. Oversee and create recruitment strategies for traditional students, targeting high school career days/fairs and other high school related events and activities including awards days, sports events, etc.
4. Oversee and create recruitment strategies for non-traditional students, targeting community events, churches, social and civic clubs, churches, EACC Alumni, businesses, and other community agencies.
5. Oversee the recruitment department personnel. The recruitment team consists of the director and two additional staff members to accomplish goals and carry out tasks. Create and share a vision with other members of the team. Each member is expected to work seamlessly with other departments.
6. Provide clear direction, goals, and resources for personnel. Serving as the head of the recruitment office, this position manages personnel matters, timesheets, and demonstrates leadership capabilities.
7. Develop, maintain, and enhance college-wide partnerships.
8. Work collaboratively with academic programs, faculty and the college community in establishing and achieving enrollment goals for all instructional areas of the college.
9. Develop strategies for retaining students by analyzing data.
10. Evaluate course and program enrollment trends, provide input to institutional enrollment management efforts.
11. Collaborate with marketing, student services, and other areas of the college in the timely, accurate and appropriate development and dissemination of information and recruitment materials.
12. Utilize the student information database to communicate and recruit students.
13. Demonstrate knowledge of the admissions and enrollment process for all certificate and degree programs.

14. Participate in the development and implementation of new student orientation.
15. Community with and counsel prospective students via in-person, email, telephone or virtual appointments.
16. Assist with college visits and tours for prospective students.
17. Assist with preparation and attend all K-12 partnership events, community events, career fairs, etc.
18. Other duties as assigned.

**Minimum Education and Experience:**

Bachelor's degree plus 3-5 years related work experience directly related to the duties and responsibilities specified. Strong interpersonal, organizational, and communication 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, and develop, plan, and implement short and long-range recruitment goals.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. Specific vision abilities required by this job include close vision and distance vision. This position requires working some nights and weekends and will be scheduled in the convenience and best interest of the College. Position also requires driving to multiple locations throughout the college's service area, delivering promotional materials, and setting up promotional table and booth for events. The employee must be able to adapt to diverse work settings while working offsite. The employee will be required to work in a high traffic area, with frequent public contact. The noise level in the work environment is usually moderate. The employee must be willing to work in an office that utilizes overhead LED lighting.

**Base Salary:** \$45,760.00 – Exceptionally qualified candidates whose qualifications exceed the listed minimum or are currently serving in the same role at a similar institution may be paid up to a maximum of \$51,480.00.

**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 5.5%; 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.

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 benefits and leave package. EACC is an AA/EO employer.