



TRUTH. TRAINING. TRANSFORMATION.

Job Description

Job Title:	Recruitment Coordinator
Location:	CBS - Indianapolis
Department:	CBS – Indianapolis
Job Category/ FLSA Status:	Admissions/Exempt
Accountability:	Executive Director of ESS
Authority:	None

Recruitment Coordinator Position Description:

The Recruitment Coordinator is responsible for targeting, recruiting, and retaining students in undergraduate programs for the College of Biblical Studies. This position coordinates all recruitment and admissions efforts and serves as the primary point of contact for campus recruitment initiatives. In addition, the recruitment coordinator provides forward-facing office support by greeting and assisting visitors/prospective students, answering and directing phone calls and emails, maintaining the site calendar, and ensuring a welcoming and professional environment for students, families, and guests.

Major/Essential Functions:

- Visits Schools, Churches, and Organizations in person to make formal CBS presentations.
- Uses technology to find and contact potential students.
- Creates and maintains a prospect database updating it regularly.
- Tracks all recruitment activity each week (number of new prospects added, number contacted, etc.)
- Assists in developing and implementing a recruitment and admission strategy for the college.
- Assists in establishing collaborative educational partnerships for both degree programs and non-degree courses
- Provides support for daily office operations by answering and responding to phone calls, emails, and in-person inquiries from prospective students and their families; maintaining the site calendar; and processing paperwork and documentation as needed.
- Engages students through broad communication venues (face to face, phone, email and or video)
- Creates a personalized, positive, and effortless customer service experience for our CBS students

Position Duties/Responsibilities:

- Assists in the development and implementation of a recruitment plan to support the enrollment and marketing plans for the college.
- Manages and coordinates recruitment workshops, open house, and recruitment efforts; arranges visits and tours for prospective students and parents.
- Serves as the point person for internal coordination of student recruitment goals utilizing specific knowledge gained of admissions, registration criteria, financial aid, and/or scholarship information and deadlines.
- Coordinates and implements various recruitment programs to targeted freshman, transfer, or under-represented groups in the fulfillment of recruitment efforts.
- Works with enrollment marketing manager for marketing strategies for recruitment events.
- Coordinates participation of staff and alumni for national and local college recruitment events.

- Works in collaboration with other CBS staff in promoting and representing the college at all recruitment events.
- Creates and implements a recruitment training program for volunteer student ambassadors.
- Trains and assists alumni student ambassadors in the process of recruiting prospective students.
- Funnels credit-seeking students to CBS and non-credit participants to MBILT.
- Documents all student interactions in CRM/SIS database which appears in the “Activity Log” for the student
- Ensures compliance with institutional/ethical standards and compliance with all federal, state and accreditation requirements.
- Answering and responding to phone calls, emails and in-person inquiries
- Process paperwork and documentation as needed.
- Perform related duties as required.

Qualifications:

Required:

- Bachelor’s Degree from an accredited institution of higher education in marketing, public relations, sales, higher education leadership or related discipline or current enrollment in a master’s degree program with 2 or more years of related experience in recruitment, admissions sales, non-profit organizations, or the equivalent.
- Must be a highly energetic professional that is effective at working independently and that is outgoing and positive while at the same time displaying self-motivation and organizational skills necessary to strategically plan personal contacts.
- Be a committed Christian and in good standing with a local church
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation

Preferred:

- Master’s Degree from an accredited institution of higher education in marketing, public relations, sales, higher education leadership or related discipline and 5 or more years of related experience in recruitment, admissions, and/or sales.
- Bilingual in English and Spanish (Reading, Writing, and Speaking)

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Excellent interpersonal relational skills are essential.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the college.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Proficiency in Microsoft Office Business desktop tools to include Word, Excel, PowerPoint, Outlook, as well as electronic communications such as e-mail, calendars, etc.
- Ability to learn various software and systems as required by the college or service providers.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Prepare annual, quarter, monthly, and weekly reports for internal and external constituents including reporting of goal process and outcomes

- All additional measurements of expectation and performance will be designed, documented and implemented as deemed appropriate to this position.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Typical office environment.
- Work outside of normal office hours (i.e. nights and weekends).
- Travel as required for recruiting events, meetings and related activities, including evenings and weekends.

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.