



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

RECRUITER AND CAREER PLACEMENT COORDINATOR

EXEMPT Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of December 17, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$45,000 - \$46,500 Annually - Plus Competitive Benefits

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

The Recruiting Coordinator is primarily responsible for external outreach to statewide high schools and colleges, non-traditional students, and any potential student applicants for enrolling at the College of Eastern Idaho. The role of the Recruiting Coordinator is to promote, develop relationships with external organizations, and employ recruiting strategies to attract potential students to the College. This position will work closely with other areas of the College to create promotional materials, facilitate recruiting events, participate in external events, and provide information regarding College degrees and certificates as well as general College services.

A secondary role for this position is to represent the College and students for career placement. This coordinator will plan, promote, and manage a broad spectrum of events. These events could result in employment after graduation and internships for current students. This position will act as the liaison for employers that seek to hire students for employment and internship opportunities. This position will also be responsible for conducting the yearly career technical education graduate follow up report.

EXAMPLE RESPONSIBILITIES:

- Primary responsibility of this position is attraction, recruitment, and admissions of new or returning students.
- Work closely with other student affairs and enrollment management staff to provide excellent service to students.
- Develop a good working relationship with other university and college recruiters employing best practices toward a statewide goal of increased student admissions.
- Provide routine and personalized information to students, high schools, and college staff about all aspects of higher education.
- Remain informed of best practices regarding student affairs policies and procedures, and student development.
- Utilize a “data driven” approach to recruiting activities.

- Maintain an expert level knowledge of applicable policies, procedures regulations rules, statutes, and laws.
- Post job positions for CEI students (internships, post-graduation, and student employment).
- Collect employment data for CTE Placement Reports.
- Primary contact within the Student Affairs unit for student career placement opportunities.
- Work closely with business and industry partners to support placement of CEI students in to internships or employment.
- Assist with the orientation processes for new student clubs and organizations.
- Maintaining relationships with high school staff and other entities for recruitment purposes.
- Maintain a flexible schedule in order to meet the needs of the college and potential students.
- Assist with Student Life and Recruitment needs as assigned.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelors’ degree in relevant discipline.
- Ability to work a flexible schedule including some nights and weekends, with mostly regional and some statewide travel.
- Valid driver’s license.
- 3 years’ of demonstrated experience in recruiting and admitting students into a post-secondary college or university.
- Prior experience in a college/university setting with business and industry partners.
- Strong cross cultural, interpersonal, public speaking skills in order to represent the college in a positive way to diverse populations.

PREFERRED QUALIFICATIONS:

- Masters’ degree in relevant discipline.
- Experience working in a community college setting, serving a diverse, nontraditional student population preferred.
- 5 years’ of demonstrated experience in recruiting and admitting students into a post-secondary college or university.

HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

- CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.