ANNOUNCES AN OPENING IN STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
OFFICE OF STUDENT ENGAGEMENT

POSITION: RECRUITER (PART-TIME)

DESCRIPTION OF DUTIES:
Support the recruitment efforts of high school students throughout the Greater Metropolitan Oklahoma City, Eastern Oklahoma County and surrounding areas. Assist in supporting the daily functions of the Welcome Center and contribute to the team’s efforts to support future students’ transition to the College. Collaborate with members of the Student Success Center to initiate strategies designed to increase the recruitment of students. Perform other related duties as assigned. Regular attendance is an essential function of this position. This is a part-time hourly position up to 20 hours per week. The hours are generally between 8:00 a.m. and 5:00 p.m., Monday through Friday. May require some evenings and weekends.

MINIMUM QUALIFICATIONS:
Associate’s Degree. One (1) year experience working in higher education. Proficiency with computers and MS Office (Word, Excel, Publisher, Photoshop and Outlook). Experience developing, monitoring and maintaining internet based recruitment mediums. Good oral/written communication, interpersonal and organizational skills. Light lifting up to 10 lbs and light carrying up to 10 lbs. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

SALARY: $13.05 per hour (up to 20 hours per week)

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

All finalists may be subject to a background check and/or drug test.

(POSTED ON JULY 21, 2015)

Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

HUMAN RESOURCES/AAO ~ (405) 733-7979
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