



## RECRUITER (GRADUATE ADMISSIONS)

**Department:** Office of Graduate and International Admissions

**Reports To:** The Director of Graduate and International Admissions

**Job Purpose:** Meets or exceeds enrollment goals by proactively managing the marketing and recruitment process for North Park graduate programs in the School of Business and Nonprofit Management.

**Job Responsibilities:**

1. Achieves or exceeds annual enrollment goals set by the director.
2. Develops, implements, and manages annual marketing and promotion plans for each program.
3. Supports the creation and placement of accurate, appropriate, and timely advertising and promotions.
4. Creates and manages communication strategies for prospects and applicants, including letters, emails, phoning, and personal appointments to achieve monthly goals set by the director.
5. Ensures program websites are marketing-oriented, accurate, user friendly, and respond to prospective student needs.
6. When appropriate or as needed, attends college fairs, corporate visits, or other off-campus recruitment events. Facilitates access to organizations (hospitals, businesses, and community colleges) that employ students from designated programs.
7. Mobilizes current students and alumni to assist in marketing and recruitment of programs.
8. Hires, trains, and manages student workers (if needed and approved).
9. Keeps program administrators informed as to marketing and recruitment issues by serving as a liaison with those departments. Attends department meetings as needed.
10. Tracks and analyzes enrollment data and provides enrollment reports to the director on a regular basis.
11. Willingly works non-traditional hours necessary to successfully recruit working professionals. Availability to work evening and weekends throughout the year.
12. Embodies the spirit of North Park and the Admissions Office by exhibiting a sincere, service-based attitude with all prospects and colleagues.

13. Serves as a member of the North Park Admissions Team by becoming conversant with all North Park programs, counseling North Park students who may be interested in areas and programs not related to your own, and attending admissions meetings.

**Qualifications:**

- Must be results-oriented, self-motivated, detail-oriented, entrepreneurial, and able to work independently.
- 3-5 year's experience required, preferably in a sales and/or marketing/recruitment environment.
- Familiarity with Salesforce or TargetX is a plus.
- Outstanding written and oral interpersonal communications skills and sensitivity to the needs of working professionals is required.
- Bachelor's degree required, Master's preferred.
- Candidate must exhibit an appreciation for, commitment to, and ability to effectively articulate North Park's approach to Christian higher education.

**Highlighted Benefits:**

- Medical, dental, and vision benefits.
- Paid time off, sick time, holidays, historically closing the week between Christmas and New Year's Day.
- Eligibility for hybrid work schedule is dependent upon position
- Matching retirement plan up to 10%, based on service years
- Tuition benefits for employees and dependents
- Access to the Helwig Recreational Center
- Commuter benefits offered
- On-campus dining with reduced faculty and staff price, during academic year

**COVID 19 considerations:** Vaccines are not required for employees. We are a mask friendly and mask optional environment.

**Diversity Statement:** Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago's northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University's core distinctives of Christian, city-centered, and intercultural, NPU values diversity among its faculty and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, People of Color regardless of gender.

**Required Background Check:** Employment at North Park University is contingent on passing a background check. Only final candidates

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*