



Admissions Recruiter - California Northstate University College of Health Sciences (CHS), Rancho Cordova, California, USA

Job Title: Admissions Recruiter, College of Health Sciences (CHS)

Job Classification: Full-time, exempt \$49,920/year

Closing Date: Position open until filled

Anticipated Start Date: Immediate

Position Summary: Seeking a fast-paced, proactive, creative person with superior oral and written communication skills as well as excellent organizational abilities. The Admissions Recruiter is responsible for the execution of communication strategies that influence enrollment. Responsible for recruiting qualified applicants for admission to the school in accordance with state and federal accreditation and company policies and regulations, consistent with the highest ethical standards. Responsible for managing time and inquiry resources to generate interest in our programs. This position will conduct a high quantity of prospect phone contacts to secure appointments and interview activity, and conduct follow-up activity with unresolved interviewees and future class applicants.

Reporting Responsibility: Under the general supervision of the Assistant Dean of Student Affairs and Admissions in the College of Health Sciences, the Admissions Recruiter functions as the point person for:

1. Development of enrollment marketing publications and communications including letters, brochures, website postings, electronic mail and other mediums.
2. Coordination and implementation of recruitment plans, admission, and special events related to prospective freshman, transfer, under-represented, and post-baccalaureate students toward fulfillment of recruitment efforts utilizing knowledge gained of admissions, scholarships, and registration.

Job Duties and Responsibilities:

1. Marketing
 - a) In consultation with the deans of the College, plans and executes initiatives to reach the target audience through appropriate channels (social media, direct mail, email, digital campaign, etc.)
 - b) Assesses marketing needs and opportunities
 - c) Brainstorms and develops ideas for creative marketing campaigns
 - d) Develops and writes marketing materials, i.e. flyers, brochures, etc.
 - e) Manages projects
 - f) Creates and/or reviews and edits marketing and advertising copy
 - g) Creates and/or reviews and edits web copy to support program marketing
 - h) Updates webpages with new content on an ongoing basis
 - i) Guides the social media strategy to be in line with branding
 - j) Undertakes individual tasks of a marketing plan as assigned



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2. Recruitment

- a) Visits middle schools, high schools, and colleges; speaks to diverse groups and individual students, and meets with school counselors and administrators to promote the undergraduate and post- baccalaureate programs of the College
- b) Responds to inquiries from potential students and families. Manages e-mail communication through general college e-mail accounts
- c) Manages and coordinates recruitment efforts; arranges visits and tours for prospective students and parents. Works with faculty to arrange classroom visits for prospective students/families
- d) Coordinates open-house events and assists with other university and college-wide events, such as interview days and events for admitted students
- e) Collaborates with university recruiters to coordinate travel plans in order to maximize efficiency in recruitment processes
- f) Coordinates faculty involvement in recruitment/outreach events; coordinates students assisting with recruitment from the Colleges of Medicine and Pharmacy
- g) Trains and assists students assisting with recruitment in the process of guiding prospective students and families concerning admission requirements, financial aid and scholarships, alternative educational opportunities, and university policies and procedures
- h) Attends meetings with university-wide admissions and outreach team
- i) Keeps careful records of recruiting and outreach events for WASC reporting

3. Other

- a) Participates in promotional opportunities, marketing campaigns, and committee meetings
- b) Occasionally required to work weekends, and evenings, especially September-November and March-April
- c) Attends relevant regional conferences as needed
- d) Prepares reports and proposals
- e) Performs miscellaneous job-related duties as assigned

Minimum Qualifications

Master's degree preferred; and at least 1 year of experience that is directly related marketing and recruitment, OR

Bachelor's degree; and at least 3 years of experience that is directly related to marketing and recruitment.

Knowledge, Skills and Abilities Required

- Knowledge of marketing strategies and analytics
- Knowledge of web-based marketing tools and content management systems
- Experience in the development of marketing materials for internal and external



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audiences

- Ability to utilize social media and understand student use of student media
- Skill in developing and implementing new strategies and procedures for marketing and recruitment
- Skilled proficiency to edit and proofread; attention to detail, grasp of grammar, and punctuation and able to exhibit a consistent style
- Exceptional communication and writing skills
- Knowledge of student recruitment and retention issues
- Proven ability to work with diverse student populations
- Ability to develop and deliver presentations
- Ability to be flexible and to work collaboratively in a team environment
- Ability to be proactive
- Ability to work effectively with diverse populations
- Strong interpersonal skills
- Strong commitment to customer service
- Ability to maintain a high level of confidentiality
- Skill in organizing and coordinating
- Ability to use independent judgement and to manage and impart confidential information
- Skill in the use of Microsoft Office programs (Excel, Outlook, PowerPoint, Word)
- Ability to gather data, compile information, and prepare reports
- Ability to make procedural decisions and judgements
- Ability to effectively participate in accreditation related activities, including but not limited to report generation, preparation of functional areas in accordance with accreditation standards
- Experience working in higher education

Additional Requirement: Possess and maintain a valid California Driver's License.



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HOW TO APPLY

Please follow the instructions below. Applications will be reviewed upon receipt and only completed applications will be reviewed.

For full consideration, candidates must provide the following items in one document:

1. Curriculum vitae/resume with at least three references (names, email addresses & phone numbers)
2. A cover letter articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.
3. Transcripts showing date of degree conferral; Unofficial transcripts are okay

***Please email all documents to hr@cnsu.edu with the subject: "CHS Admissions Recruiter"**

Please note that although the main campus for California Northstate University is located in Elk Grove, CA, this position is located at California Northstate University, College of Health Sciences, in Rancho Cordova, CA.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.