

Officer of Recruitment and Alumni Relations

This position is: OPEN

Job Number: 766 Posted: 11/17/2022 Revised: Location: St. Davids -- Posting Type: Staff

Position Summary

The Officer of Recruitment and Alumni Relations for the Templeton Honors College will oversee the admissions and alumni relations efforts of the Templeton Honors College at Eastern University. The Officer will devote approximately 80% of his / her time to recruiting for Templeton's high school Summer Scholars Program and undergraduate Honors College program. These efforts will be focused on recruiting an undergraduate cohort of 30-36 students each year through an effective communication strategy that includes social media marketing, print marketing, high school visits, phone calls, email campaigns, text messages, and etc., to build relationships with students and influential persons in high schools and other relevant institutions. This will require regular travel, as well as some evening, weekend, and overnight responsibilities. The Officer will also support events for the Templeton Honors College and assist as needed in recruiting efforts for the Master of Arts in Teaching (MAT) program. The Officer will devote approximately 20% of his / her time developing and sustaining relations with Templeton alumni and coordinating with the Dean on promotional and development efforts to support the Honors College. The Officer reports to the Dean of the Honors College and works alongside other staff members of the Honors College.

Responsibilities

Recruitment

- Develop an annual communication, marketing, and recruitment strategy.
- Work with Eastern University's admissions team to identify strong Templeton leads in Eastern's applicant pool.
- Utilize customer relationship management (CRM) software to find leads and develop communication and recruitment campaigns. This requires coordinating with Eastern's CRM and Marketing teams.
- Build connects with high school college counselors and faculty to promote the Templeton Honors College
- Meet with students and parents on campus and while traveling to high schools, college fairs, etc. to promote the Templeton Honors College.
- Occasionally work in the evenings to reach students, particularly during the fall recruitment cycle.
- Work closely with prospective students and their families throughout the admissions process, including financial aid needs and awards. This involved working with Eastern University's Admissions and Financial Aid Departments and articulating Eastern's vision.
- Coordinate with the Dean and Director of Academic Affairs to determine qualifying applicants for the interview stage.
- Coordinate interview days, acceptance communication, and financial aid.
- Coordinate on-campus recruitment events for the Templeton Honors College.
- Assist incoming cohort with first semester class registration.
- Plan and Oversee the high school Summer Scholars Program as a recruitment event.
- Assist the recruiting efforts of the Director of the MAT, as needed.
- Oversee student workers hired to assist with recruitment efforts.

- Maintain Templeton website, newsletter, and social media accounts as integral parts of the College's communications strategy.
- Alumni and Development
- Work closely with both the Dean of the Templeton Honors College, other staff members, and Templeton faculty to engage and connect with both students and alumni to strengthen the growing Templeton community,
 - Plan annual alumni events to benefit and engage Templeton alumni.
 - Assist the Dean on development efforts with alumni and parents.

Qualifications

General Required Qualifications

- Enthusiastic supporter of classic liberal arts education, holistic student formation, and engaging great questions through great texts. A background in classical or great books liberal arts education preferred.
- Embodies values of caring and compassion, justice and integrity, competence and affirmation.
- Seeks to treat each member of the campus community with fairness, dignity and respect seeking a spirit of unity and harmony as we join together to achieve our common mission.
- Bachelor's Degree
- Experience in marketing, recruiting, or sales.
- Have a demonstrated capability for articulating the vision of a liberal arts education.
- Outstanding verbal and written communication skills.
- Emotionally intelligent with outstanding interpersonal skills.
- Ability to manage a budget and handle confidential information.
- Able to work independently most of the time, but also to coordinate with a team.
- Computer literacy.
- Web development and graphic design experience preferred.

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.