

# Recruitment Specialist - Part-Time

This position is: OPEN

**Job Number: 845 Posted: 5/17/2023 Revised: Location: St. Davids --Posting Type: Staff**

## Position Summary

Assist PhD program administrators with recruitment and enrollment of full cohort, including but not limited to implementing recruiting and marketing strategies, responding to inquiries, and communicating results to the PhD Department.

## Responsibilities

### Position Responsibilities

1. Recruit PhD in Organizational Leadership students for incoming cohort.
2. Manage enrollment process, from inquiry to acceptance through registration.
3. Provide excellent customer service in advising prospects and applicants regarding application documents and degree requirements, resulting in a high level of satisfaction around the recruitment and enrollment process.
4. Work collaboratively with admissions and enrollment personnel in the Enrollment and Admissions Department.
5. Utilize phone, email, database technology, websites, and contact management system to support effective and timely communication.
6. Help facilitate information sessions on campus and online.
7. Assist with advertising and marketing initiatives for the PhD.
8. Work collaboratively with PhD Department to set enrollment goals and provide monthly reports.
9. Assist with general office duties related to the overall operations of the Ph.D. in Organizational Leadership program, as time allows.
10. Embody values of caring and compassion, justice and integrity, competence and affirmation.
11. Seek 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.

Status: Staff, part-time, hourly, 9 months, 15 hours per week (3 hours daily, Monday-Friday)

## Qualifications

### Required Knowledge, Skills and Abilities

Strong written and verbal communication skills for diverse audiences are required. Demonstrated computer and software skills including MS Word, Excel, database applications, email and website applications are required. A thorough understanding of the PhD program and recruitment and enrollment process are required. Working knowledge of advertising and marketing for adult learners is preferred. The person must have proven ability to manage details, take initiative in the completion of tasks, and make professional and competent decisions independently to recruit and serve PhD prospects and applicants.

## 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.