



## **JOB DESCRIPTION**

<b>Job Title:</b>	Recruiter
<b>Department:</b>	Enrollment and Student Success-Admissions
<b>Job Category/FLSA Status:</b>	Admissions/Exempt
<b>Accountability:</b>	Director of Recruiting and Admission
<b>Authority:</b>	None

### **Position Description:**

The Recruiter is responsible for administering all aspects of the college search and admissions process with prospective students, recruits high school students and transfer students to CBS. The recruiter will initiate contact with students, parents, counselors, teachers, youth pastor and communicates specifics about the academic programs offered at CBS; encourages prospective students to apply and enroll; explains admissions and financial aid process to prospective students. Recruit prospects for all campuses, Houston, Online, Indianapolis and Fort Wayne. Attending college and career fairs. Interacting with prospects and promoting the CBS brand.

### **Major/Essential Functions:**

- Develops and manages targeted recruitment initiatives.
- Visits schools, churches, and organizations in person to make formal CBS presentations.
- Uses technology to find and contact potential students.
- Creates and maintains a prospect database updating it regularly.
- Tracks all recruitment activity each week (number of new prospects added, number contacted, etc.)
- Maintains a steady flow of communication via email, mail, social media, and phone calls with prospective students and applied students to establish a relationship between the prospective student and CBS.

### **Duties/Responsibilities:**

- Administers all aspects of the college search with prospective students.
- Recruits traditional high school students and transfer students.
- Initiates contact with students, parents, counselors, and local pastors.
- Communicates specifics about the academic programs offered at CBS.
- Encourages lead prospective students to apply for admission
- Serves as a member of the Admissions team and manages a recruitment territory and/or population; contacts, visits, and informs prospective high school and transfer students about

CBS programs, culture, mission, and life on campus; ensures that recruitment goals are met regarding applications, acceptances, and enrolled students.

- Initiates, plans, and executes special projects in conjunction with the goals and objectives of the department.
- Manages, plans, and coordinates special recruitment events.
- Maintains current knowledge of CBS academic, spiritual, social, extra-curricular, and financial aid programs, and communicates this information to prospective students.
- Encourages a healthy and productive working relationship between Admissions and offices on campus.
- Completes routine reports related to recruitment, projections, conversions, personal schedule, travel, special programs, and/or expense reports.
- Maintains up to date records on inquiries and applicants.
- Calls, texts and/or emails prospective students, exhibiting a consistent effort to contact them.
- Attends Admissions team staff meetings and is prepared to report on management tasks that were previously assigned.
- Exercises creativity in planning recruitment events, assigned projects and daily activities.
- Participates on CBS committees as assigned.
- Works periodic weekends, evenings, and travels locally and out-of-region.
- Performs related duties as required

#### **Qualifications:**

##### Required:

- Bachelor's degree from an accredited institution of higher education and 1 to 2 years of related experience, including recruiting experience and higher education programming, or the equivalent.
- Be a committed Christian in good standing with a local church.
- Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservations.

#### **Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):**

- Works effectively and positively with other administrators, departments, and faculty, and to establish and maintain effective positive working relationships with all stakeholders.
- Self-driven, results-oriented team player who can work independently with minimal supervision.
- Executes policies, procedures and processes in compliance with institutional standards.
- Continually learns and applies institutional, regulatory and accreditation standards.
- Effectively communicates (verbal and written) with individuals and groups via email, by phone and interpersonally.
- Listens to and determines prospective student's needs and provides optimum options.
- Works cooperatively as a team member.
- Works effectively under pressure and meets deadlines.
- Demonstrates excellent interpersonal skills and a commitment to provide outstanding service through a positive and enthusiastic attitude and a high level of energy.
- Demonstrates excellent critical thinking skills, sound decision-making, prioritization skills and prompt follow up.
- Proficient in use of Microsoft Word, Excel, PowerPoint, Internet, and email.
- Proficient in managing records, data, appointments, and other detailed information.

**Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- Prepares and submits required activity reports reflecting lead generation and student recruiting activities and events on a weekly/monthly basis.
- Performance goals are assigned and measured for the respective period with the expectation of achieving or exceeding the established goals.

**Mobility/Physical Demands:**

- Employee must sit, stand, and walk.
- Employee must use a computer efficiently.
- Employee must talk and listen via face-to-face contact, phone and video chat.
- Employee may be required to lift and/or move up to 10 pounds.

**Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Typical office environment
- Extensive travel may be required to meet with churches and organizations and attend student recruiting events and activities primarily on a local and regional basis.

**Security Sensitive:** Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people, and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate based on race, sex, color, age, national or ethnic origin, veteran, marital status or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.