

Williston State College Recruiter Associate

General Statement of Duties

This position is responsible for performing duties to support the recruitment of new students. The Recruiter Associate supports the recruitment efforts of the college by identifying prospective students, providing information about the College, orienting them with the campus, and facilitating their enrollment into college.

Essential Duties and Responsibilities

- Assist with coordinating and implementing of comprehensive college recruitment plan that effectively engages prospective students and their families and incorporates student ambassadors, faculty, staff, alumni and counselors.
- Coordinate and attend college fairs and high school visits as the college representative.
- Conduct campus tours for prospective students and their families.
- Develop, implement, and participate in phone call, e-mail and letter-writing campaigns.
- Communicate with prospective students and their families through appointment, phone, email, text, and other materials.
- Make presentations to prospective students, their families and community.
- Organize recruiting and informational events that target prospective students.
- Create and maintain engaging recruitment content for social networking websites.
- Assist with the development of marketing publications and communications.
- Maintain and update student prospect database.
- Perform other duties as assigned.

Minimum Qualification Requirements

This position requires a minimum of an Associate Degree and relevant experience. Bachelor's Degree preferred. Outstanding oral, written, and interpersonal communication skills needed. Computer/technical skills needed with experience in word processing, database, and spreadsheet applications. This position requires travel and a valid driver's license is needed.

Application Procedure

All interested persons should submit the following to Human Resources, Williston State College, 1410 University Avenue, Williston, North Dakota 58801: Staff Application for Employment form (available at www.wsc.nodak.edu/jobs or by request at the WSC Business Office at 701.774.4200, letter of application, current resume, transcripts, and contact information for three professional references.

Review of applications will begin October 26, 2009 and continue until the position is filled. Employment is contingent upon a satisfactory background check. Williston State College is an equal opportunity employer.