

# *Saint Paul College*

## *Notice of Position Vacancy*

<b>Position:</b>	<u>MNSCU Academic Professional 1 - Student Services</u> <u>Admissions Recruiter (Unclassified)</u>
<b>Salary Range:</b>	<u>\$34,264 - \$49,569</u>
<b>Location:</b>	<u>Saint Paul College-A Community &amp; Technical College</u>
<b>Employment Condition:</b>	<u>MAPE Full-time, Unlimited</u>
<b>Post Date:</b>	<u>March 15, 2010</u>
<b>Application Deadline:</b>	<u>March 26, 2010</u>

### **Responsibilities:**

- Responsible for the college's student lead application generation and follow up efforts to accomplish the goals set in the annual targeted enrollment plan;
- Work cooperatively and collaboratively with the Records and Enrollment Services Department to create a seamless transition from lead application generation through enrollment and registration processes;
- Plan and coordinate New Student Orientations;
- Conduct college tours;
- Host prospective student visitation programs;
- Participate in education and job fairs;
- Participate in recruitment and event coordination;
- Ability to plan and direct the work of Student Ambassadors and work study students.

### **Minimum Qualifications:**

- AA degree in related field;
- Demonstrated advanced competency with Microsoft Office products (Word, PowerPoint, Excel);
- Proficient in managing student prospect database tracking systems or similar database tracking system;
- Experience working in both one-on-one and group situations;
- Experience summarizing and presenting information in both written and oral formats;
- Experience working independently and as a team member;
- Experience organizing materials and working with a variety of projects simultaneously;
- Candidates must be willing to work flexible hours, which could include some evenings and occasional weekends.

### **Preferred Qualifications:**

- Bachelor's degree in related field;
- Strong planning and project management skills;
- Working knowledge of enrollment management concepts and procedures, student admissions procedures, transfer procedures, job placement, career development, and a general knowledge of the College and its programs;
- Previous experience working with prospective and current students, outside professionals, and internal faculty and staff.

### **Application Procedure:**

Send letter of interest, resume, copies of transcripts (official transcripts required at time of hire), and the contact information only (no letters of reference) for three professional/business references. Application materials can be submitted via email at [employment@saintpaul.edu](mailto:employment@saintpaul.edu), FAX 651-846-1462; or US mail to Saint Paul College, Human Resources Office, 235 Marshall Avenue, Saint Paul, MN 55102.

Please complete the Flow Survey Questionnaire listed on our website, [www.saintpaul.edu](http://www.saintpaul.edu); "About Us"; "Jobs at Saint Paul College"; "How to apply".

Salary will be commensurate with education and experience. Salary and benefits negotiated per the MAPE bargaining agreement. The salary range for this position is \$34,264-\$49,569.

If you should have any questions about this position, please call the Human Resource Office at 651-846-1400. This document can be made available in alternative formats such as large print, Braille or audio tape by calling 651-846-1400.

*Saint Paul College is an Equal Opportunity Educator and Employer*