

MURRAY STATE COLLEGE
Tishomingo, OK 73460

Job Description

Recruiter

General Description/Primary Purpose:

On behalf of Murray State College and individual program areas, serve as recruiter to represent the college with a goal of developing relationships, promoting the campus community, and increasing enrollment throughout the college's 10-county service area and beyond.

Classification: Full-Time, non-exempt staff

Salary: Salary commensurate with qualifications and experience. Full fringe benefits are part of the salary package.

Appointment: 12-month appointment

Description of Duties and Tasks:

Guide and assist MSC personnel in specific efforts to recruit and represent Murray State College. Assist Admissions, Advisement and Outreach in conducting campus tours, assisting with admissions process, hosting official guests of the college and representing the college at professional meetings and workshops. Meet with daily visitors in the outreach office, speak with students and families at recruitment events, work both independently and collaboratively in a fast-paced, result-driven environment.

Essential Job Functions:

- Become fully acquainted with all aspects of MSC offerings including, but not limited to, academic programs, campus life, admission requirements, financial aid benefits, scholarships, developmental education programs, student success programs, Student Support Services, etc.

- Initiate, maintain, and service contacts within 10-county area for recruitment of new students.

- Provide information on MSC programs and opportunities by engaging secondary-school students and staff as well as students from inside and outside service area who may be interested in traditional, online, and/or concurrent programs.

- Responsible for training and supervising student work positions for outreach department.
- Conduct tours of the campus tailored to meet the needs of potential students and other guests visiting campus.
- Select and oversee the Murray State College Aggie Ambassador program.
- Seek out and utilize contemporary research on admission best practices. Adapt information and strategies for use at MSC.
- Collaborate with Executive Director and others to implement long-term information management and technology strategies to positively impact enrollment goals.
- Explore new ways of promoting MSC and its programs.
- Essential job duties are for example only and not intended to be all inclusive. Other duties will be as assigned.

Required Knowledge, Skills, and Abilities:

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate performance of the essential job function, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Professionally and effectively communicate orally and in writing.
- Knowledgeable about MSC's mission, purpose, and goals, along with role of the Outreach Coordinator in achieving them.
- Demonstrate skills necessary to represent the college to an external constituency of community residents and potential students. Develop and maintain an attitude of service toward students, coworkers, and others.
- Establish and maintain effective working relationships with faculty and staff personnel in addition to all populations the college serves.
- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Operate office equipment and transport large amounts of recruiting material such as college catalogs, view books, academic brochures, and a small and/or large display case to and from the vehicle, as well as up and down staircases.
- Drive college-owned vehicles. Overnight travel and early-morning and late-night driving also required.

- Demonstrate awareness of and sensitivity to cultural diversity as it impacts enrollment and recruiting practices; show a willingness to work effectively in a culturally diverse workplace and not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
- Support the mission of the College, i.e., provides opportunities for student learning, personal growth, professional success, and community enhancement
- Maintain a positive attitude of service toward students, co-workers, and others
- Participate in Professional Development
- Perform other duties as may be assigned/required by supervisors
- To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
- Before or upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C, and IS-700.B, through the Department of Homeland Security as directed by the MSC administrative staff and campus police. Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed, you need to provide a copy of your certificate to the Office of Human Resources. If you would like, you can scan a copy and email it to humanresources@mscok.edu.

Preferred Knowledge, Skills, and Abilities:

- Creative skill set with solution-seeking mentality.
- Outstanding written and oral communication skills
- Advanced knowledge of Microsoft Office.
- Working knowledge or willingness to learn ConstantContact and Cadence platforms.
- Knowledge of recruiting and outreach best practices
- Understanding of college service area and educational/community needs of such.
- Design recruitment techniques and engage students interested in online programs and certificates.

Other Ergonomic Requirements:

While performing duties of this job, employee is regularly required to talk and hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

All individuals are required to meet these requirements or perform these movements without a significant risk of injury to themselves or others or to otherwise demonstrate or explain how they can perform the essential job functions.

Hours:

Generally, weekday (Monday through Friday) hours will be 8 a.m. to 5 p.m.; however, when recruitment requirements warrant, early-morning, evening, and weekend appointments will be necessary.

Qualifications Standards:

1. **Minimum Education:** Bachelor's degree. Preference given in areas, public relations, communications, media, marketing, or related field.
2. **Preferred Experience:** Prior experience in recruitment.
3. **License:** Valid Oklahoma Driver's License.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times.
5. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
6. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process: Applicants must submit the following:

1. Letter of application.
2. Résumé.
3. Three letters of recommendation or college placement file with at least three recommendations.
4. Official college transcript(s) required
5. Completed MSC employment application.

Mail or deliver the above application items to:

Human Resource Office
Murray State College
One Murray Campus
Tishomingo, Oklahoma 73460
humanresources@msc.edu

Review of applications will begin immediately and continue until filled.

MSC participated in E-Verify

**MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER**

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.