



ERSKINE
C O L L E G E

Recruiter

About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

The Recruiter is an enthusiastic, dedicated, team-oriented person. In addition to managing a recruitment territory, the recruiter will work to generate leads and cultivate interest among prospective students as they inquire about Erskine College. The ideal candidate is results driven, self-motivated, persistent, and creative with strong interpersonal skills. This position reports to the Director of Admissions.

Responsibilities:

- Identify and qualify leads from the inquiry and prospect pool using customer relationship management (CRM) software.
- Determine the follow-up protocol for groups of leads and individual students.
- Manage a recruitment territory of approximately 250 applicants.
- Evaluate files and submit admissions recommendations to the Director of Admissions.
- Complete weekly/monthly goals involving visits, both in person and virtual, applicants, admitted students, and enrolled students.
- Develop a communication flow where prospective students and parents are regularly contacted as they move through various stages of the admissions funnel. Once contact is made, detailed notes should be recorded in the CRM. Contact will be conducted by virtual meeting, phone, email, text, and mail as well as in person.
- Be responsible for recruiting travel. Travel will be heaviest in the fall (September – November) and lighter in the winter through summer (January – July). Travel will consist of visits to high schools, college fairs, and other recruiting events throughout the admissions cycle.
- Must be willing to work flexible hours during the fall and spring semesters to increase contact with prospective students.
- Meet with prospective students, parents, guidance counselors, and other key referral sources.
- Attend occasional on-campus recruitment events or meetings.
- Other duties as assigned.

Qualifications:

- Personal relationship with Jesus Christ as well as a commitment to Erskine's vision, mission, and statement of faith.

- Willingness to offer spiritual support to students and staff
- Excellent verbal and written communication skills, ability to work well within a team, creativity, and good organizational skills are required.
- Strong interpersonal skills and the ability to connect, motivate, and inspire people are essential.
- The ability to lift/manipulate items up to 50 pounds.
- Recruiting/sales experience is required.
- Candidates should possess at least a bachelor's degree, valid driver's license, and strong computer skills in Microsoft Office, including Word, Excel, and PowerPoint, as well as Prezi.

Application Process:

- To ensure full consideration, interested candidates should complete the online application, [found here](#). The online application includes a link to upload a letter of application, a resume, and a list of references.