



Admissions Recruiter, Charter Institute at Erskine Schools

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

Erskine College seeks an energetic, relationship-driven Admissions Recruiter to serve as the primary recruiting representative for students attending high schools authorized by the Charter Institute at Erskine. Based in Columbia, South Carolina, this position is responsible for developing and maintaining strong relationships with Charter Institute school leaders, counselors, students, and families while promoting the mission and educational opportunities of Erskine College.

The Admissions Recruiter will be responsible for recruitment efforts across all Charter Institute at Erskine high schools within South Carolina, representing the College at school visits, college fairs, community events, and admissions programs. While primarily working remotely, the successful candidate will maintain consistent communication with the Admissions Office, travel regularly throughout South Carolina, and attend Admissions Office meetings and all major recruitment events on the Erskine campus.

Responsibilities

Recruitment and Territory Management

- Serve as Erskine College's primary admissions representative for all Charter Institute at Erskine high schools within South Carolina.
- Develop and maintain meaningful relationships with Charter Institute administrators, school counselors, teachers, students, and families.
- Develop and execute recruitment strategies designed to increase awareness, applications, and enrollment from Charter Institute high schools.

- Conduct school visits, college fairs, information sessions, classroom presentations, and other recruitment activities throughout South Carolina.
- Represent Erskine College at recruitment programs, community events, and school functions.
- Maintain regular communication with prospective students and families through phone, email, text messaging, virtual meetings, and in-person interactions.

Knowledge, Skills, and Abilities

- Ability to work effectively in a remote setting while maintaining strong accountability and consistent communication with campus-based colleagues.
- Demonstrated ability to establish goals, monitor progress, and achieve enrollment objectives.
- Strong organizational and time-management skills with the ability to independently manage travel, scheduling, and recruitment activities.
- Ability to build and sustain professional relationships across a statewide network of Charter Institute schools.
- Commitment to providing exceptional customer service to students, families, and school partners.

Qualifications

- A personal relationship with Jesus Christ.
- Commitment and agreement to Erskine's mission, vision, and statement of faith.
- Willingness to offer spiritual support to students and staff.

Application Process

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé or curriculum vitae
- Cover letter
- References (at least three)