

Position: Midwest Regional Recruiter: Spring Hill College seeks a regional recruiter based in the Midwest with preference given to those residing in St. Louis, MO or Chicago, IL.

Summary Description:

The Midwest Regional recruiter serves as a key representative of Spring Hill College in the Midwest and is responsible for promoting the College to prospective students, families and educators. This role involves conducting recruitment activities including, but not limited to, attending college fairs and high school visits. The regional recruiter must be able to work independently out of a home office, manage projects, solve problems and act as representatives of Spring Hill College in a positive manner. The Midwest Regional recruiter is responsible for being the point of contact for students in the Midwest. The recruiter makes admissions decisions, manages communications, and plays a critical role in achieving enrollment goals by encouraging accepted students to enroll.

Description of Duties and Responsibilities:

*Essential Functions*

- Manages the Midwest region, is the primary evaluator of applications for admission from students who reside in the Midwest and serves as an admissions committee member.
- Manages the Midwest region by conducting high school visits, attending college fairs, and hosting presentations virtually or by travel within the territory. Territory travel may last 6-8 weeks over a year and may include extended overnight stays.
- Delivers information sessions, specialized presentations, and participates in virtual events.
- Responds to inquiries via phone and email, providing a positive experience for all who interact with the department.
- Reviews applications for first-year students.
- Weekend and evening availability is expected throughout the year for some aspects of the position, including application review, travel, and admissions events. It is anticipated that the regional recruiter will be on campus a few times throughout the year for events and/or training.
- Performs other related work as needed.

Minimum Qualifications

A Bachelor of Arts or a Bachelor of Science from an accredited college or university is required.

- Valid United States driver's license.

## Preferred Qualifications

### *Education*

- Spring Hill College alumni or Catholic liberal arts college alumni.

### *Experience*

- A minimum of two years of relevant experience with knowledge of high schools within the region..

### *Technical Skills Or Knowledge*

- Knowledge of Google Suite.
- Knowledge of Salesforce CRM.

### *Preferred Competencies*

- Excellent verbal and written communication with preference given to those who are bilingual in English and Spanish.
- Presentation skills.
- Customer service skills.
- Ability to maintain confidentiality.

### *Working Conditions*

- Travel in the Midwest and occasionally to campus will be required.