



SPRING HILL COLLEGE

Spring Hill College, located in Mobile was the first institution of higher learning in Alabama and the first Catholic College in the Southeast. Since 1830, Spring Hill College has been educating trailblazers, innovators and change-makers – through the transformative power of a Jesuit, Catholic education. Spring Hill's mission is forming leaders engaged in learning, faith, justice and service, for life. Spring Hill students experience an exceptional, well-rounded education, while forming their values and moral character, based on the Jesuit tradition of “*cura personalis*” – care for the whole person, mind, body and spirit.

Position: **Work Study: Admissions Telerecruiter**

Summary Description: This position supports the College's recruitment efforts by performing communication and outreach to potential students and parents about events, next steps, and other campaign efforts. Under the general supervision of the student employee supervisor, student workers perform a variety of complex, responsible, and confidential administrative duties in support of Admissions Office operations. Duties may include entering information pertaining to prospective students into our database, answering and screening phone calls, and performing various other duties involved in assisting the office. The ideal student worker is an individual who is self-motivated, able to resist distraction, and is able to work efficiently in a busy environment.

Description of Duties and Responsibilities:

Essential Functions

- Executing Call and Text Campaigns **OWC, DT, PWE**
- Navigate JRM in order to acquire pertinent information about the prospective student prior to outreach **CTPS, DT, PWE**
- Provide prospective students and parents with general information requested about the College or direct contact to the assigned admission counselor **OWC, TC, PWE**

Required Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Possesses a positive view of SHC and the ability to project that positive attitude towards prospective students and parents **T/C, PWE**
- Ability to use learn Jenzabar Recruitment Manager program **PWE, DT**
- Must be comfortable answering office phone and interacting with students/parents **CTPS, OWC,**



SPRING HILL COLLEGE

DT, PWE

- Ability to communicate effectively **PWE**
- Must be goal-oriented with a willingness to learn **L, GU**
- Ability to think critically and independently **CT/PS**

Qualification Standards:

- Eligibility: Must be a current, full-time SHC student enrolled in at least 12 credit hours and awarded College Employment or Work-Study by Student Financial Services.
- Experience: Student must have experience using a smart phone for content creation

Evaluation Procedures:

Evaluations will be completed at the end of each academic year. Student employee and supervisor will meet to discuss the evaluation. Both parties will sign the evaluation that will be turned into the Office of Financial Aid

Other Considerations:

- This person is considered a responsible employee in accordance with College Title IX policies.
- Hiring process includes, e.g., a criminal history background check.
- Length of Employment: Fall: September- December, Spring: January- May Schedule: Flexible, 8-10 hours per week. Office Hours are Monday- Friday 3:00 p.m. to 6:00 p.m.

To apply for this position, email a resume plus full contact information for three current professional references to: Emily Lormand, Assistant Director for Marketing & Communications, (e-mail: elormand@shc.edu). Off-list references may be checked.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.