

Recruitment Specialist

DEPARTMENT: Recruitment
 Employment Detail: Permanent, Full-Time
 Hiring Zone: \$29,000
 Closing Date: Applications received by March 24, 2017 will be guaranteed full review and consideration. Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

The available position is for a Recruitment Specialist whose primary duty is to recruit new students to the institution. The individual must have excellent communication and sales skills that can be effectively utilized in all situations including in person, via written text, and through social media. The individual is expected to become a steward of the institution and to be able to knowledgeably represent all areas of campus. A Recruitment Specialist must become an expert in admissions procedures, and be able to explain the financial aid and registration processes. This position requires territory management including the creation and fostering of relationships with high school teachers & counselors, potential students and their families, and other university employees. The person selected for this position must be willing and able to become familiar with the use of the computer software systems, the CRM platform, and other relevant university software. Extensive travel is also required.

REQUIRED QUALIFICATIONS:

- Excellent written and oral communication skills
- Bachelor's degree
- A valid driver's license

REQUIRED SKILLS:

- Computer skills – Microsoft Suite, internet, Adobe Suite, etc.
- Proven ability to work and communicate effectively with various audiences
- Proven ability to manage multiple tasks in an organized and efficient manner
- Ability to work under minimal supervision
- Demonstrated ability to work both in a team setting and on one's own
- Willingness to travel extensively

PREFERRED QUALIFICATIONS:

- Experience in sales & marketing
- Experience in event management
- Familiarity with higher education
- Associate's degree

To apply, please submit the following items:

1) Letter of application, 2) Resume, 3) Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701

e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; cisakson@mtech.edu

Any offer of employment is contingent upon a satisfactory criminal background check.