



POTEAU • SALLISAW • ONLINE

POSITION:

Director of Recruitment

GENERAL DESCRIPTION: Carl Albert State College is accepting applications for **Director of Recruitment**. This is a full-time position, based at the Poteau campus with a possibility of housing on campus. Responsibilities will include (but are not limited to):

- Communicate with prospective students, their families and the community through appointment, telephone, email and other electronic means.
- Coordinate recruitment programs such as Senior Day, Signing Days, etc.
- Develop and foster relationships with area high schools and community agencies.
- Design and assess targeted recruitment campaigns.
- Collaborate with various College departments to coordinate special projects/events.
- Assist with the onboarding process of first-time freshman students.
- Coordinate campus tour program; provide campus tours.
- Facilitate the assessment of recruiting processes.
- Supervise the Recruiter position.

QUALIFICATIONS:

Bachelor's degree; must be attentive to detail; possess good organizational skills; effective oral and written communication skills; ability to work independently; good interpersonal skills; strong computer and word processing skills.

SALARY:

\$ 35,000 entry level, experience credit will be considered for successful candidate. A full benefit package is included, which includes Employer paid Medical, Dental, Life, Long-term Disability, Oklahoma Teachers Retirement, Vacation & Sick Days.

APPLICATION DEADLINE: Open until filled.

APPLICATION PROCEDURE:

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/employment-opportunities/>), Cover Letter, Resume and three Letters of Reference. Application may be submitted online, or by mail to: Human Resources Department, Carl Albert State College, 1507 S. McKenna, Poteau, OK, 74953 or email, employment@carlalbert.edu or fax to (918)-647-1359.

CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.

Posted: 5/23/2023