

Regional Recruiter for Northern West Virginia West Virginia University

The Office of Admissions and Recruitment at West Virginia University invites applications for the position of Regional Recruiter for Northern West Virginia to include the Eastern Panhandle area of West Virginia and Northwestern Maryland. Secondary markets for this position are Southwestern and Southcentral Pennsylvania, Maryland and Virginia.

The Regional Recruiter plans and implements a student recruitment program designed to meet enrollment goals in a targeted geographic area with specific student populations. The Recruiter conducts programmatic and individual activities while functioning as part of the larger WVU Admissions team. The position also serves as a liaison and resource for numerous constituents, including WVU Alumni Club and Parents Club chapters, WVU Extension Agents, Guidance Counselors, Regional Recruitment organizations and other designated groups or individuals as needed.

The selected candidate is required to live within the primary market as defined and preference will be given to candidates who reside in or are relocating to the Eastern Panhandle of West Virginia or Western Maryland. The candidate will be expected to work from a home-based office within the market.

Preference will be given to candidates with a Master's degree and two or more years of experience in higher education, recruitment, marketing, public relations, counseling, or sales. Consideration will be given to candidates with a Bachelor's degree and four years of directly related experience.

Excellent oral and written communications skills are required for this position and high energy is necessary as it includes heavy travel and night and weekend hours. In addition, an ability to independently manage and complete work assignments is mandatory. A valid driver's license is required.

To apply, please visit the link below:

http://employmentservices.hr.wvu.edu/wvu_jobs/faculty_equivalent_academic_professionals/regional-recruiter-for-northern-wv-481

First consideration will be given to applications received by May 22, 2015.

WVU is an EEO/Affirmative Action Employer. Underrepresented class members are encouraged to apply.

This includes: minorities, females, individuals with disabilities and veterans.
