

BRESCIA UNIVERSITY ONLINE RECRUITMENT COORDINATOR

Brescia University, a small Catholic Liberal Arts University located in Kentucky is searching a full-time Recruitment Coordinator for our BU Online and Transfer Center. The position is primarily responsible for recruiting qualified students for online programs and on-campus transfer programs. This position also provides support to the Director of Operations for BU online and the Transfer Center in the overall planning and executing of strategic program goals. Some travel is required.

Qualifications are:

- High school graduate or equivalent, Associate's degree preferred
- Effective communication and people skills with ability to interact successfully with potential students and other individuals
- Strong computer skills with proficiencies in Microsoft Office

Responsibilities are, but are not limited to:

- Promote Brescia University and the BUonline program on and off-campus to prospective students
- Plans and implements recruitment activities and goals
- Advise prospective students on the admissions process and complete transfer credit evaluation of newly accepted students

Submit a resume to HR@Brescia.edu or mail to:

Brescia University
PR#24-34
717 Frederica Street
Owensboro, KY 42301

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
Diverse candidates urged to apply

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University are to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification form upon hire.