

BRESCIA UNIVERSITY

Our Mission: We are a Catholic Ursuline university forming compassionate, critical thinkers through a holistic and deeply personal education.

Recruitment Coordinator

As a member of the Admissions team, this person is primarily responsible for recruiting qualified students for our online and on-campus transfer programs. The position also provides support to the Director of Admissions and the Enrollment Division in the overall planning and execution of strategic program goals. Candidates must be able to travel within our market and work occasional evenings and weekends.

Qualifications are:

- High school graduate or equivalent, Associate's degree preferred
- Strong oral and written communication skills including public speaking
- Proficient in Microsoft Office products, social media and other programs related to recruitment

Responsibilities are, but are not limited to:

- Represent the University both on and off campus to prospective students, businesses, schools, and other individuals or organizations involved in the promotion and/or selection process
- Promote Brescia University and the BUonline program on and off campus to prospective students
- Counsel prospective students on the admissions process and complete unofficial transfer credit evaluation of newly accepted students. Admissions counseling occurs primarily by phone calls and emails, but also includes in person appointments, walk-ins, and college/business educational fairs.
- Works with the Director of Admissions and others to develop promotional materials, including brochures, advertisements, letters, presentations, etc.

To apply, please send a current resume electronically to HR@Brescia.edu

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER

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