Horizon College & Seminary Student Recruiter

## (Full-Time)

Primary responsibilities

* Engage in the active recruitment of new Horizon students.
  + Maintain records of inquiries and visits.
  + Ongoing communications via phone, email, mail, or social media.
* Forge and maintain relationships with student influencers.
* Effectively communicate Horizon’s programs and competency-based education model.
* Inform and journey with students through the process of inquiry, application, acceptance, and preparing for arrival in their first class.
* Creative involvement in the development, planning, preparation, and undertaking of necessary Horizon recruitment strategies.
* Raise Horizon’s profile through participation in on and off-campus recruitment activities.
* Maintain an active presence on our social media platforms.
* Report to the VP of Advancement.
  + Work in collaboration with the Advancement and Admissions teams.
* Establish an annual travel schedule and proposed budget.
* Identify new recruitment opportunities and markets.
* Provide input on recruitment publications and communication.
* Perform other duties as requested.

Requirements

* Align with the mission, vision, and values of Horizon College & Seminary.
* Have a minimum of 1 full-time year at a post-secondary institution.
* Work experience in recruitment, public relations, or marketing.
* Excellent written and verbal English skills.
* Basic knowledge of Microsoft Office Suite including Word, Excel and PowerPoint.
* Excellent interpersonal skills.
* Ability to work independently and as a team member in a service-oriented environment.
* Possess a personality that thrives on people engagement.
* Ability to work under pressure, prioritize tasks, and meet deadlines.
* Possession of a valid driver’s license and passport.
* Able to travel extensively with flexible hours.