



ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: Adult & Graduate Recruiter
Department: Office of Adult & Graduate Admissions
Reports to: Assistant Director of Admissions

Responsibilities:

Assume an active role and responsibility for achievement of individual and team enrollment goals. Build and maintain relationships with prospective students, sharing information about our adult and graduate programs through phone, email, personal meetings, and college fairs. Help prospective students discover the program that fits their needs best and coach them through the admissions process. Maintain appropriate documentation and records on individuals who show interest in Anderson University, including prospective students and business partners. Represent the university at various career/education fairs, both virtual and in-person. Conduct in-person and virtual student recruitment presentations. Build and maintain relationships with business partners and alumni. Assist in identifying and planning recruitment strategies to attract and enroll students to Anderson University adult and graduate programs.

Qualifications:

The successful candidate must have a bachelor's degree. Two or more years of higher education or relevant field is desirable. The successful candidate should enjoy building relationships and have a genuine understanding of great customer service. Excellent verbal and written communication skills are essential for public speaking and presentations. Candidate should have strong time management skills with the ability to work independently, multi-task, and apply good decision-making skills. Must have the desire to be part of a team to meet goals and objectives. Daily computer work will require advanced computer skills with working experience in video conferencing, Google products, and Microsoft applications. Experience in Slate or a CRM program is a plus. Hours for the 40-hour work week may vary; primarily Monday through Friday from 8 a.m.-5 p.m., however, some evening and weekend hours may be required. Must be able to walk long distances, stand for long periods of time, and do light lifting. Must have valid driver's license and maintain compliance with Anderson University vehicle policy. Must meet University lifestyle expectations.

Benefits: This is a 100% FTE position. Eligible for university benefits.

Position Available: Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to staffjobs@anderson.edu. Final candidates are expected to provide an official transcript. Persons with an application on file or qualified university employees may submit a letter of interest to staffjobs@anderson.edu. Current employees are also expected to notify their supervisor of interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.