

Graduate Program Recruiter (Program Manager I ),  
School of Engineering  
The University of St. Thomas

Direct Link: <https://www.AcademicKeys.com/r?job=125595>

Downloaded On: Sep. 23, 2019 5:57am

Posted Jul. 12, 2019, set to expire Nov. 11, 2019

<b>Job Title</b>	Graduate Program Recruiter (Program Manager I ), School of Engineering
<b>Department</b>	
<b>Institution</b>	The University of St. Thomas St. Paul, Minnesota
<b>Date Posted</b>	Jul. 12, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
<b>Apply Online Here</b>	<a href="https://staffemployment-stthomas.icims.com/jobs/4179/graduate-program-recruiter-%28program-manager-i-%29%2c-school-of-engineering/job?in_iframe=1">https://staffemployment-stthomas.icims.com/jobs/4179/graduate-program-recruiter-%28program-manager-i-%29%2c-school-of-engineering/job?in_iframe=1</a>

**Apply By Email**

**Job Description**

Graduate Program Recruiter (Program Manager I ), School of Engineering

**OVERVIEW**

The University of St. Thomas invites qualified candidates to apply for a Graduate Program Recruiter position within the School of Engineering.

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work



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experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

#### JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility

A generous Employer retirement contribution of 9.4% of annual salary upon eligibility

Medical, dental, and vision options

Employer-paid disability, life, and AD&D benefits

#### JOB SUMMARY

The Graduate Program Recruiter is primarily responsible for all levels of recruitment for all graduate degree and certificate programs in the School of Engineering (SoE), including Graduate Programs in Software and Graduate Engineering programs and professional development programs. S/he develops, adapts, and deploys digital and in-person recruiting strategies that support the promotion and positioning of these programs.

The Graduate Program Recruiter also plays a critical leading role in managing and reporting on all communication plans with inquiries, recruits, applicants and admits for all SoE graduate programs. The position will manage technology, create dynamic email content for lead nurturing and yield efforts, edit existing content based on performance data, and strategize, manage and support the communication plan to prospective students across all programs.

The Graduate Program Recruiter personally contacts and meets individually with prospective students to provide admissions counsel and guidance. The position is responsible for and managing recruiting events, such as in-person and digital information sessions. The position requires broad knowledge of the St. Thomas graduate engineering and software programs' defining characteristics, as well as active acquisition of information on competitive programs and their features. The Graduate Program Recruiter is responsible for achievement of annual enrollment goals and measures and reports results of recruiting activities.

The Graduate Program Recruiter will represent the School of Engineering and the University of St.

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Thomas locally and globally at dynamic recruiting events.

## ESSENTIAL FUNCTIONS

Personally call, email and meet individually with prospective students to provide admissions counsel and guidance.

Set strategy for recruiting communication plan as it relates to all prospective students and applicants across all graduate engineering and software degree and certificate programs and professional development programs.

Develop, adapt, and effectively execute recruiting strategies that support the promotion and positioning of the School of Engineering graduate and professional development programs.

Assist in the planning and execution of recruiting events such as information sessions, open houses, etc., in partnership with the Graduate Student Services and Program Directors.  
Attend regional, national and global recruitment events to recruit for and represent the School of Engineering and the University of St. Thomas, including the annual NAFSA conference.

Responsible for achievement of annual enrollment goals; records, measures and reports results of recruiting activities.

Track needed admissions metrics and communications with prospective students and applicants, providing updates and information to Associate Dean.

Coordinate with other internal departments to assure good service and accurate information to our students, including the Business Office, Graduate Admissions, Financial Aid, Office of International Student Services, Veterans Resources and other St. Thomas graduate programs.

## QUALIFICATIONS

### Minimum Qualifications

Bachelor's degree

Three years of program administration, sales experience, and/or recruitment experience

An equivalent combination of education and experience from which comparable knowledge and skills have been acquired may be substituted.

### Preferred Qualifications



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Program administration, sales experience, and/or recruitment experience in an academic environment  
Experience in admissions counselling

#### HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at [www.stthomas.edu/jobs](http://www.stthomas.edu/jobs).

The University of St. Thomas is an Equal Opportunity Employer

#### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact