

**Coordinator of Veterinary Recruitment
Tuskegee University**

Direct Link: <https://www.AcademicKeys.com/r?job=149825>

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Posted Nov. 18, 2020, set to expire Mar. 20, 2021

Job Title	Coordinator of Veterinary Recruitment
Department	
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	Nov. 18, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications/Public Relations Admissions/Student Records/Registrar
Job Website	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/coordinator-of-veterinary-recruitment

Apply By Email

Job Description

Posting Date: June 17, 2020

Posting End Date: August 17, 2020

Position: Coordinator of Veterinary Recruitment

Location: College of Veterinary Medicine/Admissions

Status: Full Time

Special Qualifications

In keeping with the President's commitment to Tuskegee University seeking "Excellence in Every Way," the ideal Coordinator of Veterinary Recruitment will possess the willingness to use their

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expertise to assist in the university's efforts to be a sustainable academic organization committed to excellence.

Essential Duties and Responsibilities

Develop and coordinate effective recruitment plans that enhance the awareness of underrepresented minorities about Tuskegee University College of Veterinary Medicine TUCVM and the field of veterinary medicine

Demonstrate and articulate an understanding of TUCVM and communicate to applicants the benefits and merits of attending TUCVM

Coordinate recruitment campaigns and attend recruitment fairs to build visibility and to attract applicants
Collaborate with administrators, faculty, staff, students, alumni, retired faculty, advisors, community organizations, colleges, middle and high schools

Coordinate the summer Veterinary Science Training Education and Preparation (VET STEP) Programs, and other pre-veterinary activities

Maintain routine communications with students through the recruitment and application process

Conduct extensive outreach and networking through various methods of communication with prospective students, parents, advisors, and relevant organizations

Manage recruitment database and generate recruitment reports as needed

Manage and analyze recruitment data to inform recruitment strategies and monitor recruitment trends

Build and maintain partnerships with staff, faculty, administrators, and student leaders

Deliver quality customer service in a professional, helpful and courteous manner

Meet deadlines, manage multiple tasks, and prioritize projects as needed

Perform other related duties as assigned

Qualifications

Bachelor's degree in Biological Sciences, Business, Communications, Education, or a closely related field; Master's degree in biological sciences, higher education, college student services, or related field is preferred. Preference will be given to candidates with three to five years of experience working in academic recruitment, preferably in a healthcare field

Must be able to work in partnership with staff, faculty, administrators, and student leaders, and have excellent interpersonal skills

Must be able to meet deadlines, manage multiple tasks, and prioritize projects as needed

Must be proficient in all Microsoft office applications, and competent in internet applications

Experience in the development, creation and coordination of innovative recruitment activities

Must have an understanding of implementing strategic planning, with competency and knowledgeable of developing effective recruitment efforts for attracting underrepresented minorities to the field of

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veterinary medicine

Must possess excellent organization, time management, and follow-up skills

Mus have demonstrated ability to successfully handle multiple projects concurrently; ability to work independently and handle a fast paced environment

Salary

Commensurate with education, training and experience *Position contingent upon outside funding.

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. **

APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Office of Human Resources

Attn: Employment/Recruitment

1200 West Montgomery Road

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: employment@tuskegee.edu Fax: 334-724-4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment. Must be able to pass a drug screen and background check.

Contact Information

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

Contact



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