

Coordinator, Student Recruiting
Auburn University

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Posted Nov. 23, 2020, set to expire Apr. 5, 2021

Job Title	Coordinator, Student Recruiting
Department	Poultry Science
Institution	Auburn University Auburn, Alabama
Date Posted	Nov. 23, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Graphic Design/Marketing Communications/Public Relations
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Job Description

Job Summary

This is a one (1) year limited term appointment. Continuation of employment will be contingent upon availability of funding.

The individual in this position promotes opportunities and recruits students for the Department of Poultry Science through communications, marketing, outreach, event and programming efforts.

Essential Functions

Responsibilities include, but are not limited to the following: Develop and deliver highly targeted recruiting programs to high schools, community colleges, and other locations throughout Alabama; serve as primary contact and coordinator of recruiting events such as informational meetings and tours, youth outreach, and educational events; maintain prospective student information database and



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related promotional materials (social media, mail outs, brochures, promotional items) and maintain the prospective student website; meet with prospective students and families to provide information on admissions requirements, degree programs, career options, and extracurricular activities; develop working relationships with key groups including k-12 teachers and counselors, industry personnel, and alumni; coordinate participation of faculty, staff, industry, and/or alumni for recruitment events and collaborates with central campus and college for events, representing as department liaison; and perform other job-related duties as assigned.

Occasional travel required.

Contact Information

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

Contact