Position Announcement

University of New Orleans: Office of Enrollment Services
POSITION #: 9401

SUMMARY: As a WISE-STEM Recruiter, you will be expected assist in the recruitment of STEM students at our university. This position will also work closely with staff and faculty in Engineering and Sciences as well as the WISE-STEM coordinator.

RESPONSIBILITIES: This position will be responsible for:

- Planning and implementing recruitment activities to meet WISE STEM recruitment goals.
- Establishing connections with science, engineering, and mathematics departments to meet recruitment goals
- Supporting WISE STEM programs (Engineering, Film & Theatre Arts, Accounting, Biology, Math, Chemistry, and Computer Science) and operational efforts.
- Coordinating on and off campus STEM recruitment programs, including traditional freshmen, non-traditional adults, and transfer student recruitment programs.
- Counseling prospective applicants on the admissions process and opportunities at the University of New Orleans. One-on-one admissions counseling to STEM populations is an important responsibility of this position. Admissions counseling occurs primarily by in-person appointments, phone calls and emails.
- Establishing and cultivating on-going liaison with high school principals, guidance counselors, community colleges, other colleges, universities, faculty and prospective students.
- Assisting with special events and recruitment activities as needed.
- Actively collecting and using data to make decisions and improve both individual and office performance. Develop the required knowledge base to serve as a resource to all students coming to the Privateer Enrollment Center, and actively seek out this knowledge and take advantage of opportunities to grow professionally.
- Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree
- Excellent oral and written communications skill and strong interpersonal skills
- Ability to relate to individuals of all ages and backgrounds
- Willingness to travel and work non-traditional hours, possess a high energy level, and be a self-starter.

APPLICATION PROCEDURE: Email cover letter, resume, transcripts (copies are acceptable for application purposes) and three letters of reference to: enrollmentjobs@uno.edu.

CLOSING DATE: Position will remain open until filled. To assure full consideration, applications should be received by January 4, 2016.

The University of New Orleans is an Affirmative Action/Equal Employment Opportunity employer. Women, ethnic minorities, veterans and persons with disabilities are encouraged to apply.