

Position: Student Recruiter

Reports to: Director of Advancement

Position Summary:

Recruit new students for curriculum programs in accordance with the mission, goals and policies of the Conservatory.

Minimum Qualifications:

1. Bachelor's degree preferably in marketing or a related field.
2. Prior job experience in marketing or recruitment.
3. Knowledge of marketing and sales techniques.
4. Engaging and charismatic personality.

Responsibilities:

- ┌ Contacts and meets high school counselors and teachers to explain benefits of the programs.
- ┌ Contacts and meets with church Youth leaders, Worship Directors and Pastors to explain benefits of the programs.
- ┌ Assists new students with the enrollment process.
- ┌ Assists the Director of Advancement in the development and implementation of campus open house, special events and tours.
- ┌ Prepared to accurately and completely discuss with the public, prospective students and their families the benefits of the Conservatory programs.
- ┌ Work with department chairs to understand the unique recruitment needs of each program.
- ┌ Perform any other duties as assigned by the Director of Advancement.