Position: Program Recruiter

Department: School of Religion

Description
Hampton University School of Religion invites nominations and applications for Program Recruiter in the School of Religion.

Founded in 1868, Hampton University is a leading historically black university (HBCU) located on the Virginia Peninsula in the City of Hampton. It is privately endowed, co-educational, nonsectarian institution.

Hampton University Online offers access to high quality, asynchronous degreed programs spanning from certificate credentialing to Doctoral degrees. Our faculty bring diverse experiences from their academic and professional backgrounds to ensure students receive an education that prepares them for global opportunities. We are anticipating offering the Doctor of Ministry and the Doctor of Philosophy degrees beginning in January 2024.We are committed to the promotion of learning, the development of character, the creation of knowledge, and service to society. The objectives of the School of Religion degree programs are to: 1) prepare men and women for excellence in pastoral leadership, theological scholarship, and community service and 2) provide students with opportunities to acquire and cultivate a specific body of specialized knowledge that will prepare them to become leaders in the church, community and the academy.

Duties and Responsibilities
•   Create and implement successful recruitment and marketing strategies to cultivate and recruit prospective students for the School of Religion.
•   Represent and market Hampton University School of Religion degree programs to prospective students, community groups, and other targeted audiences.
•   Attend college fairs and other off-campus recruitment events.
•   Be willing to travel locally, regionally, and occasional out-of-town travel with occasional evening and weekend work.
•   Contribute to the planning and execution of activities and special events designed to enhance enrollment, including campus visits and orientation events.
•   Coordinate marketing and recruiting efforts with other Marketing and Enrollment staff and faculty.
•   Successfully manage applicant pool, utilizing campus administrative software and consistent strategic communication, including in-person appointments, phone calls, direct mail, email, and social media, all in an effort to encourage applications for admission and ultimately enrollment.
•   Counsel prospective applicants on the admissions process and financial aid information. Respond with immediacy to the needs of the prospect.
•   Complete routine office work and reports related to recruitment, projections, personal schedule, travel, special programs, and professional development.
•   Participates actively in the life of the School of Religion and Hampton University and perform other duties as assigned by the Dean.

Qualifications
Bachelor's degree required (Master's preferred) with 3-5 years professional work experience with a proven record of accomplishment of success. Experience in marketing/recruitment in a higher education environment preferred, with ability to cold call as needed. Demonstrated ability to work effectively both independently and as part of a team. Strong skills in effective verbal and written communication and public presentations. Professional demeanor and image, and ability to represent the Hampton University and the School of Religion professionally with a variety of on- and off-campus constituents. Excellent organization skills with a high attention to detail and problem solving. Demonstrated integrity and dependability. Working knowledge of computers and ability to work with database software tools. Strong customer service orientation and sensitivity to the needs of working professionals as adult learners.

How to Apply
Review of applications begins immediately and will continue until the position is filled. For an initial review, applicants should submit a curriculum vitae and a cover letter electronically to debra.haggins@hamptonu.edu. If selected for further processing additional application documents will be requested.