



MacMurray College | Jacksonville, Illinois St. Louis Regional Representative

MacMurray College, located in Jacksonville, Illinois, is seeking applications for the position of St. Louis Regional Representative. Reporting to the Director of Admissions, the St. Louis Regional Representative is an integral part of maintaining and increasing the enrollment of the College. The position is responsible for the recruitment of qualified prospective students, building relationships with high schools and community based organizations, and promoting the mission and brand of the College. The St. Louis Regional Representative is a member of the Office of Admissions which is the front door of the College for prospective students and their families. This position is based in the St. Louis Metro area and works from home.

Duties and Responsibilities

- Develops, implements and coordinates recruitment strategies in assigned regional and national territories in order to meet or exceed individual territory enrollment goals.
- Evaluates applicant credentials, determines admission decisions, and awards applicable scholarships based on Admissions & Scholarship guidelines.
- Participate in college fairs, college nights, high school visits and other related activities relevant to the recruitment of prospective students.
- Builds effective relationships with high schools and community based organizations in assigned regional and national territories.
- Recruits, manages, tracks and assists prospective students through the admission and financial aid process.
- Communicate with prospective students, families, high schools, college personnel, and community organizations through telephone communication, emails, text messaging, and social media based platforms.
- Contributes to the development of team goals and strategies.
- Conducts campus tours and meet one-on-one with prospective students and their guests when required to be on campus.
- Assists with on-campus recruitment events such as Open Houses or Visit Days.
- Be a positive representative for the College to prospective students, families, high schools, community members, and both internal and external constituents
- Other duties as directed by the Director of Admissions or Associate Director of Admissions.

Qualifications

- Bachelor's Degree from an accredited institution required
- 3+ years of admissions experience preferred
- Regional recruitment experience preferred
- St. Louis recruitment experience preferred



- Must be able to reside in the St. Louis metro area and work from home
- Possess excellent organizational skills and exceptional oral and written communication skills
- Ability to work under pressure, handle constant change, and manage multiple projects/tasks simultaneously and in a timely manner
- Should possess high energy and a positive and outgoing personality
- Work well independently as well as in a team setting
- Ability to maintain confidentiality and make ethical decisions
- Maintain a professional demeanor and appearance
- Ability to smile, keep a positive attitude both in and outside the office, and be willing to make a difference
- Valid driver's license with clean/good driving record and insurable
- Ability to lift and/or move up to 25 lbs
- Excited to become a Highlander!

MacMurray College is an equal opportunity employer. All qualified candidates are encouraged to apply and will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The College will not sponsor applicants for work visas. Applications will be reviewed immediately and continue until the position is filled. Interested applicants may send **confidential** letters of inquiry, a résumé, and three professional references to HR@mac.edu.

MacMurray College is an independent, four-year, residential, baccalaureate college with a strong liberal arts tradition located in the affordable, safe and stimulating city of Jacksonville, Illinois. For more than 170 years, MacMurray College has been committed to prepare graduates for satisfying and productive professional careers, providing the tools needed for effective leadership and encouraging individual growth throughout one's education and future endeavors.