



Director of Recruitment and Outreach – California Northstate University, College of Psychology, Rancho Cordova, USA

JOB TITLE:	Director of Recruitment and Outreach
SUPERVISOR:	Assistant Dean of Student Affairs and Admissions
EFFORT:	1.0 FTE, Full Time, Exempt
EDUCATION:	BA/BS
SALARY:	\$70,400

The Director of Recruitment and Outreach is an essential part of the Admissions team and a key member of the administration of the College of Psychology.

RESPONSIBILITIES

Outreach will be responsible for:

1. Facilitating student acquisition and retention
2. Assisting the Assistant Dean in managing the application, interview, and acceptance process
3. Maintaining an updated admissions database
4. Attending graduate school admission fairs
5. Developing an enrollment plan each year
6. Reviewing and updating admissions policies and procedures
7. Provide timely communication with applicants
8. Update website with current student information and statistics
9. Create an outreach program and manage College of Psychology social media accounts
10. Build an outreach program that maintains enrollment acquisition

Enrollment will be responsible for:

1. Building positive relationships between entering students and the College of Psychology
2. Building and maintaining best practices related to recruitment, outreach and marketing
3. Interfacing with admissions committees across the University
4. Reviewing and updating the admissions criteria each year

QUALIFICATIONS

Must have:

1. Excellent outreach, social media, branding and recruitment skills
2. Commitment to the development, implementation, and coordination of all admissions related programs and infrastructure

3. Excellent organizational skills
4. Ability to think systemically and implement admissions initiatives
5. Experience working independently with minimal oversight
6. A proven track record of writing policies and procedures
7. Previous experience with conflict resolution
8. Knowledge of accrediting standards, including WASC and APA
9. The ability to analyze complex problems and provide solutions
10. The ability to speak and write clearly and concisely
11. Must have the minimum of a BA or BS
12. Must have excellent interpersonal and social skills

APPLICANT SHOULD SUBMIT

- Cover letter that addresses qualification, experience, and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least (3) professional references

Please send all application materials to the College of Psychology care of the Assistant Dean of Student Affairs and Admissions, Veronica Dobson veronica.dobson@cnsu.edu or to the following address: California Northstate University, College of Psychology, 2910 Prospect Park Dr., Rancho Cordova CA 95670.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status