



FLORIDA ATLANTIC UNIVERSITY

# GRADUATE COLLEGE

## Coordinator of Graduate Recruitment

**Position Available!**

### **Responsibilities:**

- Coordinate recruitment activities to attract prospective graduate students to apply and ultimately enroll.
- Plan and implement recruitment initiatives to increase the quantity and diversity of students applying to FAU's graduate programs, including Graduate College Open House, Information Sessions, and New Graduate Student Orientation.
- Develop and implement effective web-based and email-based recruitment campaigns.
- Travel to selected recruitment events, especially to universities within Florida and Historically Black Colleges and Universities.

### **Qualifications:**

- Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience in recruitment, sales, and/or marketing.

### **Experience:**

- Knowledge of current graduate education issues as they relate to recruiting domestic, international and underrepresented graduate students is preferred.
- Demonstrated managerial and organizational skills that are necessary to develop effective recruitment campaigns.
- Excellent interpersonal skills as well as good oral and written communication skills.
- Experience working in a higher education work environment is preferred.

**Apply online**

**jobs.fau.edu**

Position # 980582

Application **deadline** is November 9, 2014