



**POSITION TITLE: Interim Regional Recruitment Manager**

Northeastern Illinois University seeks a motivated individual to join the admissions and recruitment team. THIS IS A REMOTE POSITION BASED IN OR NEAR THE GREATER CHICAGO AREA. Extensive travel, including management of a geographic territory within the Illinois region of the United States, required.

**Responsibilities:**

- Primarily responsible for recruitment in a designated territory, the Regional Recruitment Manager represents Northeastern Illinois University (NEIU) both on and off-campus to a wide variety of constituents. In collaboration with the Director of Admissions, this position will assist in establishing recruitment goals, recommend solutions on a range of highly complex admission and enrollment processes, and recommend a tactical recruitment plan based on the needs of the territory.
- The Regional Recruitment Manager initiates, builds, and maintains relationships with constituents within the territory while advising on the breadth and depth of opportunities available at NEIU in order to generate enrollment pipelines (first-year and transfers) from the territory.
- Residing in the region, the Regional Recruitment Manager represents the University both on- and off-campus to a wide variety of constituents. Working with a minimum of direction and supervision from a remote office while also functioning as part of the larger NEIU Undergraduate team, this self-starter develops and executes recruitment plans for assigned territory; manages activities occurring within the territory or affecting constituents within it.
- Counsels, advises, and recommends solutions to constituents on a range of highly complex admission and enrollment processes pertaining to both first-year and transfer students. Assists with establishing goals by leveraging data, advises Undergraduate Admissions on territory needs, and recommends a tactical recruitment plan for the assigned territory in alignment with the Undergraduate Admissions tactical recruitment plan.
- Initiates, develops, and maintains relationships with constituents within the territory, including prospective students and their families, secondary and postsecondary personnel, community-based organizations, and other individuals or organizations involved in the college selection process in an effort to meet assigned territory new student enrollment goals.
- Proactively coordinating and assisting colleagues in the home office, the Regional Recruitment Manager plans and executes on- and off-campus events to support recruitment, admission, and yield, not only for the assigned territory but also for broader audiences. Advises Undergraduate Admissions on the needs of the area while also connecting constituents with the appropriate on campus offices in an effort to meet assigned territory new student enrollment goal.

- Maintains thorough knowledge of trends in the field of admissions, and advises constituents on the breadth and depth of opportunities available at NEIU. This advising occurs primarily through in-person information sessions, individual appointments, phone calls, e-mails, online chats, text messaging, and interactions within the University's constituent relationship management system.
- Manages special recruitment, admission, and yield initiatives and projects on behalf of Undergraduate Admissions and contributes to the success of other initiatives designed to identify, attract, and enroll students in NEIU's University's undergraduate programs.
- Develops and maintains reports and proactively analyzes data and trends to recommend timely and forward-thinking adjustments to strategy for the purpose of meeting assigned territory new student enrollment goals. Suggests procedures and training based on understanding of practices in the area.
- Evaluates applications and supplemental materials for the purposes of making admission decisions. Conducts thorough, holistic, selective review of an applicant's candidacy. Determines necessary documentation to support an admission decision and recommends appropriate alternative pathways when admission cannot be offered.
- Monitors and analyzes historical and current recruitment and admission data and trends, and uses information in decision-making.
- Provides excellent customer service by being highly visible, responsive and attentive to prospective students, constituents, and external stakeholder needs and inquires, reacting in a timely manner, and utilizing the unique opportunity to provide services as a member of the community.
- Adheres to the university recruiting and admissions guidelines and standards and adheres to provisions set forth in the National Association of College Admission Counseling Standards and Principles of Good Practice.
- Significant travel, including some overnights and weekends, within the territory between early September to mid-November and mid-January to mid-April is required. Periodic travel to NEIU's University's campus for training, on-campus events, and interaction with admissions staff and university colleagues is also expected.

**Qualifications:**

**Required-**

- Minimum of a bachelor's degree conferred by start date.
- Valid driver's license required. Ability to travel independently.
- A minimum of three years of directly related experience and excellent interpersonal communication and speaking skills.
- Working knowledge of concepts, practices and procedures and ability to use in varied situations is required.

- Must have the ability to understand and abide by the Statements and Principles of Good Practice of the National Association for College Admission Counseling.
- Ability to act independently and autonomously as an agent of and positive reflection of Northeastern Illinois University, and Undergraduate Admissions.
- Successful candidates must pass a comprehensive background check (including criminal), university judiciary review, and driving record audit.

**Preferred-**

- Master's degree.
- At least three years of experience in college admissions, academic advising in
- Preferred higher education, college student personnel, counseling or teaching in Qualifications secondary schools.
- Experience with Technolutions Slate or similar customer relationship management (CRM) system.