Posting Title: Program Assistant II (UCP IV), Recruitment Coordinator

The University of Connecticut School of Nursing is seeking to hire a Program Assistant II (UCP IV), Recruitment Coordinator in the Office of Admissions and Enrollment Services. Under the supervision of the designated administrator, the Program Assistant II (UCP IV) coordinates recruitment of students in the pre-licensure and graduate programs of the School of Nursing, with major focus on recruitment strategies and results. The position will be based at the Storrs campus. Evening and weekend hours will be required based on need. In-state and occasional out-of-state travel will also be required based on program events and activities.

Job Duties and Responsibilities

1. Serves as first point of contact for students, parents, and prospective students; answers general questions and provides information about the School of Nursing requiring knowledge of academic programs, requirements and terminology, conducts scheduled informational tours within the School of Nursing.

2. Coordinates School of Nursing recruitment efforts via web and social media, phone, email, and in person. Establishes and evaluates policies and procedures for best practices concerning recruitment. Produces necessary recruitment strategy and result reports to the dean and associate deans.

3. Visits other institutions (academic and health care-related), attends conferences and admission events to speak to prospective and current applicants about the pre-licensure, Master’s degree, and DNP programs. Provides information to prospective and current applicants on admission and program requirements, prerequisite courses, general education needs and alternative academic options.

4. Reviews and updates program information, including forms, brochures, and promotional materials and monitors website for up to date recruitment information.

5. Coordinates multiple school Open Houses annually, assists with orientations; serves on university’s Open House Committee and Student Ambassador Committee; represents school at informational sessions, admissions fairs, and other events throughout the university and State.

6. Assists with the review of diplomas of CEIN_BS graduates to ensure accuracy; assists with student’s state board licensure documentation.

7. Provides assistance to faculty and staff users of admissions and recruitment programs such as Slate Technolutions and School of Nursing CAS, as needed.

8. Works in conjunction with other Admissions and Enrollment staff to provide general administrative support to the office, as needed.

9. Assists with reporting of statistical information related to students and maintenance of student databases.

10. Engages in public relations and promotional activities for the school; facilitates or plans and carries out related support activities, such as meetings, interviews, open houses, information sessions, and events that may include arrangements, logistics, correspondence and supervision of assigned events. Plans, organizes, and implements ad hoc or special projects in accordance with School-wide goals.

11. Performs related duties as assigned or required.
Minimum Qualifications

1. Bachelor’s degree in Nursing, Communications, Marketing or discipline related to program specialty.
2. Three to five years’ professional experience, which demonstrates considerable knowledge of administrative procedures, recruitment methods and marketing practices.
3. Knowledge of and experience with business communications and office systems.
4. Demonstrated excellent teamwork and interpersonal skills including ability to work effectively with faculty, staff, students, administrators as well as external organizations/groups and the public.
5. Demonstrated organizational skills and proven experience managing assigned functions responsibly, efficiently, effectively and independently using sound judgment.
6. Demonstrated proficiency with Microsoft office suite software and social media platforms.
7. Willingness and ability to work some irregular, flexible hours and travel in-state or out-of-state as necessary.

Preferred Qualifications

1. Master’s degree in Nursing, Communications, Marketing or related discipline.
2. Demonstrated experience with recruitment, admissions, or student services.
3. Training in public speaking, marketing, or advertising.
4. Experience working in a fast-paced office setting and managing multiple priorities.
5. Experience working in an institution of higher education.
6. Knowledge of state and university policies and procedures.
7. Working knowledge of Outlook, PeopleSoft, and File Locker and other database programs.
8. Experience using web software such as Aurora WordPress.

APPOINTMENT TERMS
This position is a full-time permanent position. Salary will be commensurate with experience and background. This appointment includes full benefit package and is located in Storrs.

TO APPLY
Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2019xxx. Please include a cover letter detailing your related experience to the position as outlined above, resume, and the names and contact information for three (3) professional references. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019xxx)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 4, 2019.

All employees are subject to adherence to the State Code of Ethics, which may be found at http://www.ct.gov/ethics/site/default.asp.
The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University’s teaching, research, diversity, and outreach missions, leading to UConn’s ranking as one of the nation’s top research universities. UConn’s faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.