POSITION: Director of Recruiting

DESCRIPTION OF DUTIES: The Director of Recruiting will lead and manage all recruitment strategies, programs, and recruiting staff to meet the Colleges admission, enrollment, and revenue generation goals.

REQUIRED QUALIFICATIONS: Bachelor’s degree in education, marketing, communication or related field required. Experience in a post-secondary educational setting required. College recruiting experience required. Demonstrated effective human relations skills; professionalism, enthusiasm and commitment to education required. Demonstrative effective interpersonal, oral and written communication skills required. Demonstrative sensitivity to and understanding of the diverse, academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students required.

PREFERRED QUALIFICATIONS: Master’s degree in education, marketing, communication or related field preferred. Supervision experience in college/university recruiting management preferred. Knowledge of Shelton State Community College and the Alabama Community College System preferred.

SALARY: Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule C3, Range $45,000 - $60,000

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu and by contacting the Human Resources Office at 205.391.2272 or nellio tt@sheltonstate.edu. Application materials must be mailed or hand delivered. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resource Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is April 2, 2012 at 5:00 p.m. Incomplete or late application packets will eliminate the possibility of an interview.

A completed application packet consists of:

- A letter of application explaining how the applicant meets the required, and if applicable, the preferred qualifications.
- A signed SSCC employment application
- A current resume
- Copies of all relevant postsecondary transcripts (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)
- Three professional letters of reference describing the applicant’s skills, abilities, and work experience relevant to this position
- A written synopsis containing 300 words on the topic “How I can help ensure student success at Shelton State Community College”.

SHELTON STATE COMMUNITY COLLEGE is an equal opportunity employer and complies with the Americans with Disabilities Act.