



Career Opportunity

College Admissions Recruiter (Bilingual - Spanish)

Esperanza College of Eastern University seeks a **College Admissions Recruiter** to manage students through the entire recruitment process from leads to student and provide support to the Admissions Team in planning and meeting key performance indicators.

Esperanza College is a partnership between Esperanza and Eastern University. The college is located in a primarily Latino community in eastern North Philadelphia, just south of US Route 1, the Roosevelt Boulevard. Esperanza College is a branch campus of Eastern University offering Associates and Bachelor programs in Business, Christian Youth Ministry, Community and Human Services, Criminal Justice, Digital Communication, Early Childhood Education, Health Sciences, Medical Assisting, Media & Technology, and more.

Position Responsibilities include:

- Responsible for the entire admissions process including generating leads, working the lead into an application, helping with application completion and submission, ensuring appropriate enrollment documents are submitted in a timely manner, and supporting through enrollment and financial aid all the way to the add/drop period.
- Excellent planning and organizational skills and ability to complete all tasks in compliance with institutional and regulatory requirements
- Maintain a high level of integrity and complete confidentiality to ensure student privacy in accordance with FERPA and institutional privacy policies and procedures
- Provide clear and timely information, answers to questions and follow up to applicants, students and College staff and administration
- Coordinate and conduct informational sessions, Open Houses, and presentations both on and off campus representing the College to prospective students, parents, secondary school counselors, day care centers, churches, Latino community organizations, pre-schools, military/veteran organizations, and other individuals or organizations involved in the college selection process in a highly professional manner.
- Complete all daily call and activity information in CRM tool and promptly submit required reports
- Ability to understand the importance of their role in maintaining the goals and mission of the College
- Collaborate with the Admissions Team and others to develop and utilize promotional materials, including brochures, advertisement, letters, presentations and recruitment campaigns
- Experience with business utilization of social media campaign creation and execution highly desired



The successful candidate will have

- BA/BS degree from an accredited college or university in a related field of study is preferred.
- Two or more years of related experience in a professional sales or recruitment, or equivalent combination of education, experience, and training. Military veteran preferred.
- Bi-lingual (English/Spanish) ability to effectively speak, understand, read, and write.
- Strong technology skills including proficiency in Microsoft Suite, and business social media skills and utilization to reach target audience
- CRM tool experience, preferably Target X or other Salesforce application
- Ability to travel up to 50 % of the week during peak times to locations in Philadelphia County and surrounding areas and to load and transport admissions materials, displays and other equipment.
- Ability to work extended evening and weekend hours, especially during the peak travel and recruitment season.
- Possess strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and the ability to present the College in a positive way to diverse populations.
- Strong knowledge of the college admissions process to include admissions, financial assistance, orientation, event planning, and counseling.
- Must be goal driven and understand key performance indicators that drive successful performance of Recruiters
- A personal understanding of, and ability to operate in concert with, the mission and doctrinal statements of Eastern University are required.

Esperanza College offers a comprehensive employee health & wellness benefits program. Our campus is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to: jobs@esperanza.us and please indicate **College Admissions Recruiter** in the subject line.

For more information, check us out on the web at: esperanza.eastern.edu