



Connecting Employers to College Talent

Iowa Private Colleges and Universities

POSITION DESCRIPTION

Title: Recruiting & Program Coordinator

Reports to: President, CONNECT-Iowa

Revised Date: June 2023

FLSA Status: Exempt Non-Exempt

Weekly Hours: 25 - hours vary pending event schedule

Salary Based On: 10 Months (July through April) - spread out over 12 months

Salary: \$25,000 annually - paid out over 12 months

General Purpose of Job:

Coordinate and facilitate the employment recruiting process for students and employers for CONNECT-Iowa. CONNECT-Iowa represents the member institutions of the Iowa Association of Independent Colleges and Universities (IAICU). Plan, organize and market recruiting events; maintain and develop marketing materials; maintain the website; prudently manage the CONNECT-Iowa budget; and manage the day-to-day administrative operations.

Essential Job Responsibilities:

- Coordinate and facilitate the recruiting process and employer relations activities for recruiting events sponsored by CONNECT-Iowa
- Initiate and develop employer contacts and relations; includes marketing CONNECT-Iowa recruiting services directly to employers through mailings, personal visits, email and “cold calling” in conjunction with CONNECT-Iowa membership
- Maintain, update, and further develop employer contacts in the CONNECT-Iowa employer database
- Prepare for and supervise the on-site activities during CONNECT-Iowa’s recruiting events and member meetings; including making facility arrangements and rentals, catering, site set-up, organizing the staffing schedule, signage, employer and student check-in, compiling employer evaluations and attending all events
- Prepare, manage and facilitate virtual hiring events including recruiting employers, communications to employers, students and career services staff, interview schedule creation and virtual facilitation
- Manage a web-based recruitment management system for CONNECT-Iowa recruiting events; includes overseeing the registration of employers and students and the scheduling of individual interviews
- Train employers and CONNECT-Iowa career center staff on the employer database
- Answers questions regarding the employer database, troubleshooting problems with the vendor as needed and serves as the technical resource person for employers, students and the CONNECT-Iowa career center staff
- Update and maintain the CONNECT-Iowa website to include the design/visual presentation, overall content, and the quality of information presented

- Develop and update written materials; includes promotional and informational materials directed at employers and students
- Help develop and disseminate campus advertising materials promoting CONNECT-Iowa events and send to member institutions for their use
- Maintain CONNECT-Iowa financial statement and budget in collaboration with Past-President/Treasurer: keep records of income and expenses, invoice and deposit employer fees, report financial status at annual meeting and to the CONNECT-Iowa Executive Board
- Collect on past due employer accounts
- Communicate and collaborate with the career center staff members of the CONNECT-Iowa network; includes serving as a central source of information
- Assist the CONNECT-Iowa Executive Board with organizational planning and decision-making, facilitate meetings, and completing projects
- In collaboration with the Executive Committee, participate in formulating the policies and procedures governing employers, career center staff, and students who participate in the CONNECT-Iowa interviewing events. Secure Memorandum of Agreement for college membership
- Track outcomes from CONNECT-Iowa recruiting events, including but not limited to: number of resume submissions, number of interviews, number of second round interviews, number of offers extended, and number of hires
- Compile event reports on the activities of the CONNECT-Iowa and distribute to membership.
- Articulate and present on a professional level in collaboration with CONNECT-Iowa president to higher level education administrators and presidents reporting on CONNECT-Iowa activities and events
- Welcome and orient new career center members to CONNECT-Iowa
- Handle routine business correspondence
- Meet virtually with the CONNECT-Iowa president weekly and attend the executive board meetings monthly

Qualifications and Requirements:

- Preferred bachelor's degree from an accredited college/university or relevant experience
- Experience in event planning, human resources, and/or college recruiting preferred
- Strong communication, marketing, organization, and sales skills
- Writing, editing, proofreading, layout, and design skills
- Marketing skills including ability to create and manage email campaigns, social media accounts, consortium website and direct communications
- Ability to learn and manage data management and job posting platform
- Advanced computer skills with Microsoft Office (Word, Excel, PowerPoint), Google Drive Management and Operations (Documents, Sheets, Slides), Canva/Design Platform Skills for marketing materials
- Ability to learn technical systems and experience with or willingness to learn virtual meeting platforms (Example: Zoom, Teams)
- Ability to present to and engage various stakeholders including: students, employers, career services staff members and presidents of membership institutions
- Remote position with ability to travel (10% to 15% of time will be traveling to local and regional employers and member institutions)
- Willingness to work flexible hours

The above statement describes the general nature and level of work to be performed. They are not to be construed as an exhaustive list of responsibilities.

To apply send resume and cover letter to: mcmaink@central.edu