

University of Nebraska-Lincoln

Regional Recruitment Specialist-Denver

This Regional Recruitment Specialist is physically based in the Denver, CO area and works from a home office to present the benefits of UNL to prospective students and their families within the assigned territory. The Regional Recruitment Specialist returns to the Lincoln Campus office 2-3 times per year for additional training and special events.

As a representative, the Regional Specialist is expected to create relationships with students, families, counselors, and other stakeholders, responding to emails, phone calls, and other modes of communication efficiently. This role will interact with students and families in person, over the phone, and via email, or approved SMS messaging. The Recruitment Specialist may be responsible for additional projects connected to recruitment and admissions. The Recruitment Specialist is responsible for interpreting admission, financial aid, and university policy for the public. The individual will utilize data and access various systems to help the university meet enrollment goals. The Regional Specialist requires travel, many nights, and weekends during peak times.

Anticipated December graduates considered

Bachelor's degree required (anticipated December graduates considered). Must have excellent communication and organizational skills, public speaking experience, ability to work independently, demonstrated ability to think inclusively about interactions and programs. Ability to relate to people of all age groups, academic abilities and cultures. Experience with word processing, database, spreadsheet and presentation software necessary. Must have ability to manage multiple priorities and complete assigned projects on time. Must have a valid driver's license and meet University driver eligibility requirements.

<https://employment.unl.edu/postings/90459>