



Bemidji State University invites
Applications for the position of:

Out of State Recruiter

OPENING DATE:	August 13, 2018
CLOSING DATE:	September 12, 2018
APPOINTMENT DATE:	October 15, 2018
SALARY:	Depends on Qualifications
JOB TYPE:	Probationary, Range B

RESPONSIBILITIES:

The Out-of-State Recruiter, based in Bemidji, is responsible for the recruitment and enrollment of out-of-state students to Bemidji State University, including Freshmen, Transfers and Graduate students. This position provides leadership in planning and implementing activities/tasks that result in moving out-of-state students through the enrollment funnel. The enrollment funnel includes the following critical processes: Prospect Generation, Inquiry Management, Application Development, and Admission to Enrollment. This position will be leading and coordinating outreach efforts with four different campus departments: Admissions, Transfer Enrollment, International Student Services (IPC) and the Graduate Office. The incumbent must be comfortable with airline travel and possess a valid driver's license.

QUALIFICATIONS:

Minimum:

- Bachelor's Degree
- 2 years of Admissions or related marketing experience.
- Experience with utilizing Customer Relationship Management tools (i.e. reports, filters, imports, exports)
- Demonstrate interest in, or experience with, diverse cultures and populations, specifically in urban areas.
- Excellent oral and written communications skills.
- Able to work in a measured performance environment with annual enrollment goals.
- Ability to work independently and as part of a team, utilizing analytical and problem-solving skills.

Preferred:

- Master's Degree: Business, Marketing and Sales, Communication or related field.
- 3-5 years Admissions/Marketing experience, demonstrating creative marketing skills.
- Working knowledge of MN State institutions, the U of M, private colleges, proprietary schools and school systems beyond the state of Minnesota.

OTHER CONSIDERATIONS:

- The applicant must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the MSUAASF. http://www.msuaasf.org/wp-content/uploads/2017/08/2015-2017_MSUAASF_Contract.pdf
- Bemidji State University is a tobacco free workplace (see policy)
- In accordance with the Minnesota State Colleges and Universities (MN State) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MN State's vehicle use criteria and consent to a motor vehicle records check.

SALARY:

- This is a Minnesota State University Associate of Administrative and Service Faculty (MSUAASF) Range B position with a salary range of \$36,091 (minimum) to \$47,071 (mid-point). Salary is commensurate with education and experience, and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MN State) and the MSUAASF organization.

- For more information on initial salary placement for MSUAASF
<http://www.hr.mnscu.edu/compensation/initialSalaryPlaceme1.html>
- Fixed term appointment will have an assignment end date

Apply online:

<https://www.governmentjobs.com/careers/bemidji>

A Complete application will include the following attachments:

- Cover letter, which addresses the required qualifications and your specific interest in working at Bemidji State University.
- Resume/Curriculum Vitae.
- Names and contact information for three (3) people who can provide a professional reference.

Inquiries:

Paul Muller

Director of Admissions

Paul.Muller@bemidjistate.edu

COLLEGE/COMMUNITY:

JOIN OUR UNIVERSITY COMMUNITY!

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. The city of Bemidji has a population of 14,000 and serves as a regional commerce and health care center for about 130,000 residents of north-central Minnesota. Bemidji State enrolls more than 5,100 students and offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 600. The university's Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding. For more, visit www.bemidjistate.edu or find us at BemidjiState on most of your favorite social media networks.

WHY BEMIDJI:

Bemidji State University is nestled among the pines on the shores of Lake Bemidji, several blocks from a thriving downtown community. What makes the campus unique is it's balance between rigorous academics and the fun, robust Northwoods lifestyle. Bemidji State students, staff and faculty have a variety of lifestyle options available at their fingertips. Wooded, multi-use trail systems within minutes of campus, fine-dining restaurants, cafes and a natural foods coop in downtown Bemidji, community parks with walking trails and playgrounds (including a downtown inclusive playground), a downtown theater, vibrant art center and more. Further, Bemidji State is located only 45 minutes Northeast of the Mississippi River Headwaters.

Bemidji, named after the Ojibwe Chief Shaynowishkung (nick-named Bemidji), is the central hub for a diverse population of over 15,000 people. Located between three American Indian reservations – Leech Lake, Red Lake and White Earth – living and working in Bemidji will provide you the opportunity to experience a tight-knit community that honors various cultures and histories. The mission of BSU's American Indian Resource Center is to catalyze distinctive, innovative, sustainable solutions to the problems in Indian country by providing a value-driven environment that nurtures and trains today's and tomorrow's leaders in tribal governance, business, education, culture and language.

Founded in 1919, Bemidji State University is an integral and distinguished part of Bemidji's history and community. From the homecoming parade through downtown Bemidji with celebrating students, faculty, staff and alumni to the annual Community Appreciation Day where community members are on campus sharing in the celebration of our community, BSU is committed to creating mutually beneficial partnerships with the city.

Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service
