

**Recruitment Coordinator  
Institute of Agricultural Technology &  
College of Agriculture and Natural Resources  
Michigan State University**

The successful candidate will serve as the chief recruiting officer for the Institute of Agricultural Technology (IAT) and for the College of Agriculture and Natural Resources (CANR) at Michigan State University (MSU). The recruiter is responsible for the successful coordination and implementation of all student recruiting and related activities in the College with a primary emphasis upon the Institute of Agricultural Technology. The position reports to the CANR Associate Dean and Director of the Institute of Agricultural Technology with non-formal reporting to the Associate Dean for Undergraduate Programs and works with IAT and its community college partners, the CANR Office of Academic and Student Affairs, all CANR academic departments and schools, ANR Communications, and the MSU Office of Admissions.

**Responsibilities:**

1. Effectively market all programs in the Institute of Agricultural Technology (with an emphasis on off-campus programs) and all CANR undergraduate programs.
2. Work closely with Michigan Works!; community colleges, especially those who offer joint programs with IAT; Michigan Department of Energy, Labor and Economic Growth; MSUE; and all other IAT and CANR partners in developing and delivering CANR student recruitment programs
3. Recruit students – K-12, community college, and non-traditional. Provide leadership for implementing an IAT/ CANR recruiting and marketing plan and strategy to reach urban, rural, and suburban audiences and MSU no-pref students. Plan and strategies must include working with CANR units in the implementation of an effective, cohesive recruiting strategy for the college.
4. Provide oversight and continued development of online recruiting database
5. Provide leadership for the IAT and CANR Recruitment Plans. Continued development of a system of effective and periodic communication with those in the recruiting database -- prospective students, admitted students and their parents -- by telephone, e-mail, post cards, letters, and/or notes to ensure individual attention and provide accurate information. Respond to student inquiries and follow-up with contacts to students and families. Track student response and maintain records and reports of such activity.
6. Work with MSU and IAT admissions and MSU and CANR diversity offices to recruit a diverse population of students to IAT/CANR programs.
7. Provide oversight and continued development of effective website pertaining to current and prospective students.
8. Provide oversight and continued development of recruitment materials (brochures, postcards, banners, etc.).
9. Supervise, advise, and continue development of the CANR Student Ambassador Program.

*Michigan State University is an affirmative-action, equal-opportunity employer*

10. Create effective recruiting partnerships with alumni, FFA, agriscience educators, extension educators, 4-H educators and volunteers, community college advisers, high school counselors, school district boards, parents, and with other educational institutions in the state.
11. Coordinate CANR participation in all student visitation events sponsored by the Office of Admissions. Work closely with the Office of Admissions and be knowledgeable about admissions procedures and criteria.
12. Work in partnership with the CANR pre-college programs.
13. Analyze enrollment data related to student recruiting by reviewing current and historical enrollment and geographic data to identify and develop sources and contacts for reaching potential students.
14. Develop a working knowledge of University and College programs, opportunities, and policies.
15. Develop an innovative CANR visitation day for middle and high school students.
16. Help seek extramural funding. Perform other duties as assigned.

**Required Qualifications:**

1. Bachelor's degree required, Master's degree preferred. Minimum of one year of professional experience in recruiting **and** in higher education.
2. Excellent written and verbal communication skills and the ability to present information to diverse audiences -- ethnicity, race, educational background, traditional and non-traditional students, and educational level in K-12 or college.
3. Must be organized, enthusiastic, able to work independently and as a team member, an initiator, self-motivated, a creative thinker, and possess a high energy level.
4. Travel is required and some evening and weekend work is expected.
5. Computer skills in Microsoft Word, Excel, PowerPoint, and database management are essential
6. Must be able to lift 30 to 40 pounds (recruiting-related materials).

**Job type:**

Full-time academic specialist, with a 12-month (annual) appointment for an initial three years, with opportunity for subsequent reappointment.

**Salary**

Starting salary commensurate with education and experience.

Please send a current resume and names of five references via e-mail to **Ms. Carol Fosburg** ([oasa@anr.msu.edu](mailto:oasa@anr.msu.edu)) with original following in the regular mail; **CANR, 120 Agriculture Hall, Michigan State University, East Lansing, MI 48824-1039** Deadline for applications is October 30, 2009 or until a suitable candidate is identified.