



Position: Health Professions Recruiter

Department: Admissions

The University of Pikeville is actively seeking a dynamic and highly motivated professional to serve in the role of Health Professions Recruiter. This position is integral to the continued growth and vibrancy of the institution and will recruit potential candidates for admission to the osteopathic medical school, optometry school, and dental school at the University of Pikeville. The ideal candidate will possess positive energy, exceptional communication skills, creativity, ambition, and enthusiasm for recruiting qualified prospective students. This position will require occasional evenings/weekends and heavy recruitment travel between August and November and January through April of each year.

Responsibilities:

1. Communicate consistently and effectively with prospective students and their families in-person, via phone, email, text messaging, printed media materials, and the internet.
2. Assist in the development of recruitment plans and processes to reach enrollment goals and improve the academic profile of all three professional schools.
3. Develop long-lasting and strong professional relationships with undergraduate pre-health advisors through email, phone, and in-person communications.
4. Work aggressively to increase public awareness of the University of Pikeville during both on and off-campus events.
5. Assist with proper and timely acknowledgment of inquiries via various communication platforms.
6. Learn, develop, and implement recruitment strategies and best practices designed to enroll highly qualified new professional school students.
7. Assist with interview days and campus tours as travel permits.
8. Represent the University of Pikeville at various fairs and give presentations at a variety of institutions nationwide. These presentations will be both in-person and remote via Zoom.
9. Nation-wide travel is required with overnight stays. Applicants may expect up to 50% or more travel for this position.
10. Assist with planning and updating promotional materials and giveaways.
11. Assist with Optometry Camp and PEPP Summer Program during the summer months.
12. Meet qualitative and quantitative departmental goals for applications, admitted students, and matriculated students.
13. Prepare and analyze admissions and recruiting reports to make data-driven travel decisions.
14. Develop a thorough understanding of the application process and timeline for each of the three professional schools and communicate this information clearly and accurately.
15. Assist with administrative duties as time allows/travel permits.

16. Researching, analyzing, and planning strategic, effective, and efficient recruitment travel for three professional schools.
17. Uphold the University of Pikeville mission statement.
18. Work collaboratively with colleagues in various departments across campus including but not limited to financial aid, advising, student affairs, and registrar to ensure a smooth transition from applicant to student.
19. Perform all job duties within a realistic budget and time constraints.
20. Perform other duties as assigned.

Education/Skill Requirements:

- Bachelor of Arts or Bachelor of Science in related fields. Master's degree preferred.
- At least 2 years of experience in competitive sales, public relations, recruitment, admissions or closely related fields.
- Must have polished presentation/public speaking skills and experience presenting to small/personal and large/diverse groups of people.
- Must have strong organizational skills, basic clerical skills, and attention to detail.
- Must be familiar with operating office equipment, e.g. computer, telephone, fax, printer/copier, scanner, shredder.
- Must be able to adjust to a high traffic area with questions, calls, and interruptions.
- Valid driver's license and ability to be certified to drive a University or rental vehicle for recruitment travel.

Relationships:

- Position requires daily contact with co-workers, supervisors, and student workers in order to communicate, resolve issues, and ask/answer any questions which may arise.
- Contact with students, parents, and the public is required in order to exchange information and complete all tasks required.
- These relationships are maintained through e-mail, telephone, text messaging, fax machine, and person-to-person contact.

Work Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed inside under normal office conditions.

Physical demands included here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequent driving
- Keyboarding
- Reaching/handling up to 10 lbs.
- Lifting/carrying up to 50 lbs.

The University of Pikeville offers a competitive salary commensurate with qualifications and experience. UPIKE offers a competitive benefits package including medical, dental, vision, and life insurance,

telemedicine, long term disability, tuition waivers, a 403(b)-retirement plan, and HSA, FSA, & dependent care accounts. UPIKE also offers a generous holiday schedule and paid leave program.

Important Notes: Resume and other application materials will be reviewed to determine if you meet the required qualifications for the position. If it is determined that you meet the required qualifications, your application materials will be used to identify a top group of the most highly qualified candidates. Please, specifically address the qualifications, competencies and desired qualifications in your resume and application materials.

The University of Pikeville is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history.

The University of Pikeville is an equal opportunity employer committed to assembling a diverse, broadly trained faculty and staff. The University of Pikeville does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, national origin, age or disabilities in its programs, activities, hiring, or the admission of students.

For more information about the University of Pikeville, please visit <http://www.upike.edu>. Interested applicants should complete the online application by visiting <https://www.upike.edu/offices/human-resources/careers/>. In addition to the application, interested applicants are requested to attach to their application a letter of interest, current resume, and the contact information for three to five professional references.