



OAKWOOD UNIVERSITY
Employee Services/Human Resources
NOTICE OF AVAILABLE POSITION

POSITION: Office Recruiter
DEPARTMENT: Enrollment
STATUS: Full-time; Regular (38)

QUALIFICATIONS:

- Bachelor's degree required
- Minimum 1-year work experience in customer services, sales, or any other related field
- Self-motivating, self-starting; able to work independently and remotely while maintaining a high level of productivity and professionalism
- A strong written and oral communication skill set
- Strong interpersonal skills
- Excellent customer service, hard-working and diligent
- Must have valid driver's license/passport
- Ability to travel overnight as required
- Ability to work weekends as needed
- **Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership**

BRIEF DESCRIPTION OF DUTIES:

- Process Lead information generated from Enrollment Specialist and process
- Prepare/provide enrollment information to prospective students and parents
- Gather, input all inquire data into database and maintain inquire information on candidates
- "Cold-Call" prospective and inquired students
- Performs other duties as assigned

SALARY: Commensurate with education and experience.

POSTING DATE: **March 13, 2019**

CLOSING DATE: **June 12, 2019**

HOW TO APPLY:

Interested persons must submit employment documents electronically:

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Hit "Submit" button.
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

- Application

- Resume
- Copy of degree or transcripts

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

◆ *God First* ◆

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