



## International Marketing and Recruitment Coordinator

Review: February 9, 2012

**(Job #12-04) International Marketing and Recruitment Coordinator, Student Services Professional IA (SSP IA) \$2,872—\$3,513/month.** Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month, on-going, temporary position in the Center for International Programs. Re-appointment for subsequent academic years is dependent upon performance and available funding. Typical appointments are renewed for a second year. Third year appointments will be at the classification of Student Services Professional II (SSPII) and will be dependent upon performance, funding, and increased responsibility within the position.

**Position Summary:** This position is responsible for assisting with all aspects of international student marketing and recruitment efforts, including degree-seeking graduates and undergraduates and students entering into the International English Language Institute. Duties include detailed organization and management of documents and communications related to correspondence with overseas recruitment representatives to include filing and tracking electronic and paper-based correspondence. Additionally, this position will assist with the communication processes with prospective international students and their families and support internal communication with multiple HSU departments in support of their recruitment needs and interests. All duties require tasks to be performed at a high level of accuracy while maintaining confidentiality.

**Duties:** Under the Supervision of the Director for the Center of International Programs, the International Recruitment and Admissions Coordinator responsibilities include:

Professional Team Member in the area of Recruitment – Work closely with the Director of the Center for International Programs on marketing and recruitment efforts. Support the development of marketing and recruitment promotion materials for the University. Detailed tracking of all data and information as it relates to each international student that is recruited by international recruitment representatives. Provide detailed data-driven reports regarding the effectiveness of recruitment efforts. Working with the Director, develop and maintain close working relationships with and knowledge of Graduate and Undergraduate Admissions, academic colleges and departments, and key student support service offices.

Professional Team Member – Support for sponsored students. Working with the Director, develop and maintain close working relationships with organizations that sponsor and fund “sponsored” international students. Duties include communication with sponsoring agencies regarding all aspects of inbound “sponsored” students, including detailed organization of applications and files. This position requires collaboration with the Coordinator for International Student and Admission for student support in areas such as arrival, course registration, housing and academic support.

Other duties as assigned – Additional duties include serving as the “back-up” for the staff member responsible for processing international student applications as well as serving as a team member in the Center for International Programs and contributing to various assigned individual and joint projects.

**Minimum Qualifications: Education & Experience:** Equivalent to a Bachelor’s Degree.

**Knowledge, Abilities & Specialized Skills:** The successful candidate will have excellent time-management and organizational skills with attention to a high level of detail; must possess excellent computing skills (MS Word, Excel, and PowerPoint, Access, Adobe Illustrator), and have excellent interpersonal skills, oral and written skills along with cross-cultural sensitivity; the candidate must possess outstanding interpersonal and organizational skills as well as outstanding presentation skills; prior admissions experience with a strong understanding of cross-cultural communications and different cultures; in addition, they will be a team player in a result-oriented, comprehensive international education office. This position may require domestic and international travel, thus a current valid passport and valid driver’s license is required.

**Preferred Qualifications:** Experience living abroad with experience in Asia, particularly China, to support HSU’s efforts to establish recruitment offices in that region; demonstrated successful experience interacting with students from different cultures; experience working in a busy office environment, preferably at an institu-

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tion of higher education in the United States; fluency in a foreign language.

**Application Procedure:** Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

**Application Deadline:** Position will remain open until filled. First application review date is Thursday, February 9, 2012. Application materials received or postmarked before or by this date will be given first consideration. Applications received thereafter may be considered if the position is not filled.

**Human Resources**

Siemens Hall - Room 211  
Arcata, CA 95521-8299  
(707) 826-3626

Fax: (707) 826-3625

[www.humboldt.edu/jobs](http://www.humboldt.edu/jobs)

Email: [careers@humboldt.edu](mailto:careers@humboldt.edu)

*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 3079

*Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.*

Publication Date: January 26, 2012

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 7,500 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.