**Radford University is now accepting applications for the Director of Graduate Recruitment position.**

Job Summary:

The Director of Graduate Recruitment at Radford University is an Administrative/Professional Faculty Position primarily responsible for expanding the graduate applicant pool, particularly in targeted programs having both capacity and interest in growth. This position leads the development and implementation of a comprehensive strategy to recruit, enroll, and retain a talented and diverse graduate student population. The Director of Graduate Recruitment is responsible for strategically implementing best practices in graduate recruitment as appropriate for target markets in individual programs. Additional responsibilities include organizing and sustaining collaborations with graduate program coordinators; researching graduate and career fair opportunities and representing the Graduate College at selected fairs; arranging and offering campus tours, designing and managing correspondence and making phone calls to prospective students; managing the design and deployment of marketing materials and advertisements (e.g., radio, newspaper, social media, emerging digital formats); overseeing the graduate recruitment budget; managing the design and implementation of vendor contracts; liaising with University Relations to ensure compliance with branding campaign and to promote Graduate College activities and programs; overseeing preparation and distribution of the Graduate College's newsletter; developing communications using customer relations management tools; maintaining the Graduate College's website, and supervising recruitment personnel including the Graduate Recruitment and Retention Specialist and graduate assistants.

Required Qualifications:

Self-starter with demonstrated evidence of ability to work independently, with limited supervision. Excellent communication and collaboration skills. Must be detail oriented with exceptional planning and organizing skills.

Preferred Qualifications:

Experience with higher education marketing and recruiting. Experience with higher education admissions and customer-relations management tools. Experience with college/university student trends. Proficiency in use of office-related software.

**Application review will begin May 17, 2017 and will continue until the position is filled.**

Interested applicants should apply online at https://jobs.radford.edu/. A resume, cover letter, and name and contact information for three references is required.

Questions regarding the position may be directed to Dr. Laura Jacobsen, Acting Dean of the College of Graduate Studies and Research and Search Committee Chair at Ljacobsen@radford.edu or 540-831-5470.

**All new hires to Radford University will be subject to E-Verify beginning June 1, 2011.
E-Verify is administered by the U. S. Department of Homeland Security, USCIS - Verification Division
and the Social Security Administration and allows participating employers to electronically verify
employment eligibility.

Radford University does not discriminate with regard to race, color, sex, sexual orientation,
disability, age, veteran status, national origin, religion, or political affiliation in the administration
of its educational programs, activities, admission or employment practices.

If you have questions about specific positions or the application process, please contact
Human Resources via e-mail at****pers-web@radford.edu****.

Individuals with disabilities requiring accommodations in the application process should
call (540) 831-5008 (voice) or (540) 831-5128 (TTY). If you need access to a computer,
you may visit our office at 600 Tyler Avenue, Radford, Virginia, or the local Virginia
Employment Commission.**