



OHIO  
UNIVERSITY

TITLE OF POSITION AVAILABLE:  
Regional Recruitment Manager

DATE POSITION AVAILABLE:  
November 1, 2019

**SALARY:**

The hiring range for pay grade 15 is \$39,506-\$61,234 and the target salary range for this position is \$39,506-\$49,432. Salary is commensurate with education and experience, while also considering internal equity. Please find the full pay structure at the following link. <https://www.ohio.edu/hr/compensation-pay/pay-structures/classified-and-administrative-pay-structure> Employees enjoy a generous benefits package such as paid holidays, sick time, personal time, a tuition waiver up to 100% for self and dependents, a comprehensive insurance package (including but not limited to prescription, vision, dental, and life insurance), an excellent retirement plan with up to a 14% company contribution, a 12-week parental leave program, adoption reimbursement, transgender care, flextime and flexplace policies, counseling and mental health care, access to professional development programs and more. Additional information is available at <https://www.ohio.edu/hr/benefits>.

**RESPONSIBILITIES:**

PLEASE NOTE: RESPONSIBILITIES VARY SEASONALLY ACCORDING TO THERECRUITMENT AND ADMISSION LIFECYCLE FOR A GIVEN TARGETEDPOPULATION OR ENTRY TERM.

THIS IS A REMOTE POSITION BASED IN THE DALLAS/FORT WORTH REGIONOF TEXAS. Significant travel, including some overnights and weekends, within the territory typically between early September to mid-November and mid-January to mid-April is required. Periodic travel to Ohio University's campus for training, on-campus events, and interaction with admissions staff and university colleagues is also expected.

Primarily responsible for recruitment in a designated territory, the Regional Recruitment Manager represents Ohio University both on- and off-campus to a wide variety of constituents. In collaboration with the Associate Director, this position will assist in establishing out-of-state recruitment goals, recommend solutions on a range of highly complex admission and enrollment processes, and recommend a tactical recruitment plan based on the needs of the territory. The Regional Recruitment Manager initiates, builds, and maintains relationships with constituents within the territory while advising on the breadth and depth of opportunities available at OHIO in order to generate enrollment pipelines from the territory.

For full description of responsibilities, see the position posting at <http://www.ohiouniversityjobs.com>

**QUALIFICATIONS:**

A minimum of a bachelor's degree. Valid driver's license required; ability to travel independently. A minimum of 3 years of related work experience. Working knowledge of concepts, practices and procedures and ability to use in varied situations. Knowledge of and ability to abide by the Statements and Principles of Good Practice of the National Association for College Admission Counseling. Ability to act independently and autonomously as an agent of and positive reflection of Ohio University, and Undergraduate Admissions. Successful candidates must pass routine and continual background checks, university judiciary reviews, and driving record audits.

**APPLY AT:**

Please complete the online application at [www.ohiouniversityjobs.com](http://www.ohiouniversityjobs.com) and be prepared to attach required documents. For references, please include names and current contact information of three professional references. References will be used with discretion late in the process. Successful candidates must pass routine and continual background checks, university judiciary reviews, and driving record audits. Position will remain open until filled. For full consideration, please apply by September 23, 2019. Ohio University is committed to creating a respectful and inclusive educational and workplace environment. Ohio University is an equal access/equal opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply. Ohio University is a member of the OH/Western PA/WV Higher Education Recruitment Consortium. [www.ohwpawwherc.org](http://www.ohwpawwherc.org)