

Purdue University is looking to fill the role of Assistant Director of Recruiting within the Krannert School of Management. As the Assistant Director of Recruiting you will be a member of the recruiting team focused on recruiting and yielding top students to the EMBA and professional development programs at Krannert. Responsible for collaborating with and leading the recruiting team to communicate key marketing messages and selling points to prospective students, via on-campus, off-campus and virtual recruiting activities. Coordinate recruiting efforts with Program Management, KPDC, and Alumni Relations. Assist in managing the recruiting and events budget to ensure our recruiting activities provide the greatest yield for the investment. Serve as a primary contact and resource for prospective students for assigned programs, working with the admissions team to help them navigate the application process. Conduct interviews with prospective students as needed.

Required:

- Bachelor's degree in business/management, communications, or related field
- In lieu of a degree, consideration will be given to an equivalent combination of related education and required work experience
- 6 years of experience in the area of student recruiting, higher education marketing, sales, alumni relations, student services, or academic advising
- Outstanding written and oral communication skills
- Must be capable of managing complex processes, supervising a staff of graduate students, interacting positively with a diverse population, thinking creatively, and working independently
- Ability to manage the image of the Krannert Executive Education programs and promote them using a full range of marketing, promotional, and face to face or virtual recruiting techniques and strategies
- Demonstrated knowledge of graduate business education markets and environments
- Ability to organize and navigate logistical and operational challenges
- Evenings, weekends, and overnight travel (up to 40% travel during peak periods)
- A valid Driver's License
- A valid Passport or ability to obtain one
- Ability to travel domestically and internationally

Preferred:

- Master's degree
- Experience in corporate setting
- Strong knowledge of MS-Office products, CRM and Admissions Management Systems
- Knowledge of Slate and/or Salesforce

Additional Information:

- Purdue will not sponsor employment authorization for this position
- A background check will be required for employment in this position
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contributions immediately
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply