



**Title:** Diversity Recruiter  
**FLSA Status:** Non-Exempt  
**Employee Type:** Full Time

**Supervisor's Title:** Coordinator of Recruitment  
**Role Classification:** Staff  
**Revision/Creation Date:** 4/23/18

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**Summary/Objective:**

The Diversity Recruiter will develop and implement enrollment strategies driven by institutional priorities and provide leadership in fulfilling Florida Memorial University's recruitment, retention, and diversity goals as outlined in the Strategic Enrollment Management Plan.

**Job Summary:**

The Diversity Recruiter will coordinate efforts focused on multicultural student recruitment. S/he will identify likely sources of multicultural students (high schools and community based organizations) and cultivate relationships with those sources. S/he will develop and implement on-campus and off-campus programs designed to promote Florida Memorial University to multicultural prospective students and will design and implement focused efforts to yield multicultural students.

**Required Qualifications:**

- Must be bilingual. Language proficiency (reading & writing) are required. Spanish is preferred.
- Attentiveness to detail and technology competence.
- Experience with Windows based computers and knowledge of Microsoft Office Suite applications
- Must be able to work evenings and weekends. Extensive overnight travel will be required.
- A valid driver's license to operate a motor vehicle is required.

**Preferred Qualifications:**

- Strong experience implementing social media and web-based advertising and outreach for recruitment, enrollment and retention purposes.
- Ability to set priorities and organize tasks, documents and materials efficiently.
- Ability to think and act creatively, strategically and collaboratively.
- Ability to articulate the unique mission of Florida Memorial University to various audiences.

**Education/Experience:**

- Applicant must hold a Bachelor's Degree
- One to three years' experience working in a higher education setting.
- One to three years' experience as a recruiter in higher education.

**Description of Job Task/Responsibility:**

- Extensive U.S. travel recruit students via attendance at organized recruitment events or visits to schools, including evening, weekend and overnight travel.
- Build relationships with the secondary school counseling community and proactively participate in recruitment activities as assigned.
- S/he will review and make admission decision for freshmen, transfer and readmit applications in his/her region.

**To Apply:**

Email cover letter of interest, resume, writing sample and list of three professional references from wage-documented previous employer(s) that includes names and contact information to: [jobs@fmuniv.edu](mailto:jobs@fmuniv.edu). Must reference **Diversity Recruiter** in the subject line of your email.

**Supplemental Information:** The employment process will consist of the completion of an application, background check, reference checks, and interview. Review of application materials will begin ASAP and will continue until the position is filled.

**Florida Memorial University is an Equal Employment Opportunity Employer.**