

JOB ANNOUNCEMENT

Florida Memorial University (FMU) is seeking a full-time *Admissions Recruiter* who will report to Director of Admissions. The position is based in Miami Gardens, FL.

Responsibilities will include attending formal on/off campus recruitment events. In charge of recruitment efforts of the Office of Admissions by providing admissions information to prospective students and parents, creating communication materials, and by representing the university at offsite and onsite locations such as graduate school fairs, professional meetings and workshops.

Candidates should be highly motivated, well organized, and possess excellent written and verbal communications. The candidate must demonstrate the ability to manage, prioritize and bring to completion multiple projects. The position requires a bachelor's degree with two (2) plus years of experience directly related to the duties and responsibilities specified. Master's degree preferred. Proficiency in MS Office Suite, as well as knowledge and understanding of organization structure, workflow, and operating procedures. Extensive hours and weekends will be required at times.

To Apply

Qualified applicants are asked to submit a cover letter of interest, resume/curriculum vitae, and/or certifications, if applicable.

Supplemental Information

In addition to the completed application, candidates must submit a list of three professional references (at least one from a wage-documented previous employer) that includes names and contact information. Additional inquiries must reference *Admissions Recruiter* in the subject line of your email to hr@fmuniv.edu. Review of application materials will begin ASAP and will continue until the position is filled. **No phone calls please.**

Florida Memorial University is an Equal Employment Opportunity Employer.