Become a Graduate Assistant Recruiter with the Enrollment Team

Are you interested in learning about global student outreach and enrollment advising? Do you have strong communication skills, a solid work ethic and a passion for the Middlebury Institute? Consider a Graduate Assistant Recruiter Position with the Enrollment Office!

| Position Summary | This position, as a part of the MIIS student recruitment team, is responsible for school-wide student recruitment activities and achieving institutional enrollment objectives. Recruiting activities include, but are not limited to, telephone and email correspondence with prospective students, referral generation, and advising prospective students and applicants. |
| Essential Responsibilities | o Salesforce Customer Relationship Management and prospect/lead processing (70%)
o Manage all conversion activities for assigned prospects throughout the enrollment cycle and admissions process (initial contact, enrollment advisement meetings, telephone and email follow-up, online chats, targeted pushes, Preview Day weekends, etc.) towards deadlines.
o Familiarity with all MIIS degree programs and ability to answer Institute-wide FAQ's for interested students
o Follow the MIIS Recruitment guidelines to ensure outstanding service to all prospective students including careful tracking of all initial lead sources. |
o Represent MIIS through presentations at on-campus events and tours.
o Coordinate with Admissions staff to ensure seamless transition from prospective student to applicant status.
o Manage or assist on projects as assigned including, but not limited to: leading campus tours, managing enrollment team inbox, and staffing the chat feature of the website.
o Data entry (10-20%) - entering prospective student contact cards into the CRM, managing reports/databases for events throughout the year.

**Background/Preferred Skills**

- Interest in a professional career in Recruiting, Advising, and/or Enrollment
- Interest in developing (or strengthening previous skills in) CRM - customer relationship management software Salesforce
- Enthusiasm about sharing the value of a graduate education at MIIS
- Excellent written and oral communication skills and detail-oriented
- Demonstrated reliability, team-work skills and customer-service skills
- Ability to self-direct and problem-solve

**Benefits/Pay**

This position is designed as an experiential internship in enrollment management and recruiting. You will have the opportunity to develop a set of demonstrable skills including CRM (Salesforce) familiarity, experience in the recruiting cycle from inquiry to complete application, and experience advising prospective students. Additionally, you will be assigned 1-2 mentors from the recruiting team to provide regular guidance and support your professional development in this field.

**Pay rate:** $10.50-$12/hour  
**Hours per week:** 8-12, flexible between 9-5 M-F, required Preview Days in Oct and April  
**Fall and Spring**  
**Federal Financial Aid**

Please email a brief introduction and resume to Director of Recruiting, Devin Lueddeke at dlueddeke@miis.edu. Questions can be directed to info@miis.edu.