

ROBERT SMITH

Recruitment Counselor

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SUMMARY

Recruitment Counselor with 8 years of experience in Fostering relationships with appropriate contacts to include, Education Service Officers (ESO) (where applicable), Human Resource Managers, Training Managers, and Enrollment/Marketing liaisons, as applicable. Working closely with the Assistant Director of Student Recruitment (ADR), and other departments within Enrollment Management, to ensure coordination of all recruitment and admissions activities.

SKILLS

Planning, HR.

WORK EXPERIENCE

Recruitment Counselor

ABC Corporation - 2018 – 2022

- Counseled prospective and admitted students on educational planning and career opportunities.
- Reviewed, evaluated, and responded to student applications according to established policies and procedures.
- Identified opportunities for and develops admissions and outreach events.
- Scheduled logistics and secures resources for events to promote the Institution.
- Evaluated program effectiveness and provides recommendations for improvement.
- Created targeted communication plans and materials based on established goals.
- Delivered directed admissions program messaging to internal and external audiences.

Recruitment Counselor

Delta Corporation - 2013 – 2015

- Engaged PNMs in discussions of their personal values and how the respective values inform their personal growth and decision-making.
- Worked closely with students in on campus tours and providing them any material or information they needed.
- Provided 500+ potential new members (PNMs) of the National Panhellenic Conference with knowledge of UC Riversides Panhellenic community.
- Managed the challenge of disaffiliation.
- Cultivated relationships with students, assessing and uncovering student needs.
- Worked with a group of 20 potential new members and guided them through the process of the sorority recruitment season.
- Gained lifelong.

SCHOLASTICS

- GED