



NEBRASKA COLLEGE OF  
TECHNICAL AGRICULTURE

**Human Resources**

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**ASSISTANT RECRUITING COORDINATOR**

University of Nebraska  
NE COLLEGE OF TECHNICAL AGRICULTURE  
Curtis, NE

The primary responsibility of this position is to increase enrollment at the Nebraska College of Technical Agriculture (NCTA). This position will assist the Recruiting Coordinator with successfully implementing the strategic enrollment plan for the college. The incumbent in this position will report directly to the Recruiting Coordinator and will interact with faculty, staff, and students to meet the goals set in the strategic enrollment plan. The incumbent will provide guidance, communication, promotional information, consultation, and assistance to schools/colleges, organizations, agencies, and communities involved in the education and recruitment of prospective students; manage student services' databases and social networking; represent NCTA at events; understand NCTA educational programs for recruitment purposes; track recruitment status and other related report writing; and analyze specific recruiting strategies necessary to locate the best-qualified students. The Assistant Recruiting Coordinator will professionally represent and communicate NCTA program opportunities, scholarships, financial aid, tuition, fees, and other college costs and benefits to prospective students. Travel extensively with some irregular hours, including occasional nights and weekends. Some lifting is necessary to set up recruiting booths.

Minimum required qualifications include Bachelor's degree plus two years of experience in recruiting, agriculture, public relations, student services, sales, marketing, or related field; equivalent education/experience considered. Experience must demonstrate ability to project organization's image in a professional, articulate manner; well-developed writing skills; and good organizational, problem-solving, and decision-making skills. Experience with social media and PC-based word processing, presentation, and spreadsheet software. Small to large group presentation skills. Experience must demonstrate ability to work in diverse teams and follow through on multiple tasks at one time. To apply, go to UNL Employment website, <http://employment.unl.edu> and search for requisition S\_190387. Click on "Apply for this Job". You will then either create an application or edit your current application that is on file. You will be required to attach your resume, letter of interest and a list of three professional references (include phone numbers and email addresses) as three (3) separate documents in MS Word or PDF format. Criminal history background check and pre-placement driving record review will be conducted. Excellent benefits including staff/dependent scholarship program. Review of applications begins August 12, 2019.

The University of Nebraska-Lincoln is an EO/AA employer and encourages minorities, women, veterans, and individuals with disabilities to apply.