PLSC Undergraduate Recruiting/Student Support position

**Deadline:** February 8, 2019, with potential start date of March 4

**Pay:** $25 to $30/hr (30 hrs per week, 10 months a year)

**Responsibilities:**

- Work closely with CANR Undergraduate Student Services by coordinating recruitment activities for the undergraduate majors (Plant Science, Landscape Architecture, and Sustainable Food Systems) in the Department of Plant and Soil Sciences (PLSC)
- Develop strategies to effectively recruit and yield students and oversee strategic initiatives for the PLSC department
- Cultivate relationships with prospective students and their parents, develop and deliver on-campus information sessions, and advise families on undergraduate educational opportunities within the Department of Plant and Soil Sciences. Discuss how PLSC major programs of study lead to fruitful careers in PLSC fields.
- Represent department at UD open houses alongside PLSC faculty
- Maintain communication via telephone, correspondence, and/or electronic mail with prospective students through all stages of the recruitment and admission process.
- Partner with CANR’s Undergraduate Student Services Office regarding recruitment programs and yield activities including Exploration Day, Blue and Golden Saturdays, Delaware Decision Days, etc.
- Work with PLSC Ag Ambassadors who conduct tours of PLSC facilities
- Work with PLSC faculty and staff advisors of student clubs to coordinate club activities
- Work with CANR Communication team to develop PLSC specific recruitment materials
- Network and develop collaborative relationships with local community colleges to increase the number of transfer students into the department; potentially develop transfer articulation agreements with these schools
- Manage internship and job postings for undergraduate PLSC majors
- Coordinate internship and other experiential learning activities (credit and non-credit) for PLSC majors
- Cultivate relationships with local business owners and companies to develop potential opportunities for internships and employment for PLSC majors
- Connect current PLSC undergraduates to career related programming, workshops, panels, etc.
- Work with UD’s Career Services to promote communication between students and the services that office provides
- Act as a resource person to improve job interviewing and workplace skills of PLSC undergraduates

**Qualifications:**
• Bachelor’s degree with one to two years of direct or closely related experience required. Experience in college admissions/recruitment preferred; experience with agricultural sciences and/or landscape architecture preferred
• Effective written and oral communication and organizational skills.
• Ability to present effectively to small and large groups.
• Effective interpersonal skills and ability to work effectively with a wide range of constituencies in a diverse community.
• Knowledge and understanding of higher education and marketing is desired.
• Knowledge of student recruitment, retention issues and admissions standards. Interest and knowledge in issues relating to transfer student populations preferred.
• Detail oriented; Ability to multi-task and work independently or as a team member to achieve common goals; Ability to exercise sound judgment.
• Proficient computer skills and use of presentation and database software.

Applicant should email resume to Dr. Ervin, eervin@udel.edu.