

# JPLI RECRUITER - INTERNATIONAL

JP Language Institute www.jpli.org

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## Applications for the position of: International Student Recruiter

JP Language Institute is accepting applications for International Student Recruiter. The Recruiter will implement the activities and initiatives of the Institution's International Program in assigned countries, meet enrollment targets in assigned countries and assist the Director in representing JP Language Institute overseas. This position requires international travel. The Director of International Programs supervises the work of this position.

### **SALARY:**

Full-time: \$53,000.00 /Year ;

Part - time: \$\_\_ / hr plus commission ( College Student welcome)

### **POSITION SUMMARY:**

**Opening Date:** August 10, 2014

**Priority Close Date:** September 15, 2014 Applications received by the Priority screening date will receive first consideration. Applications received after the priority screening date may be considered until the position is filled.

**Status:** Exempt, Part-Time, Full - Time

**Reports to:** Director of International Programs

### **DUTIES AND RESPONSIBILITIES:**

- Meet annual student enrollment target in assigned countries;
- Travel internationally up to 6 weeks at a time, at a minimum of 20 weeks annually;
- Represent the JPLI as a primary contact in assigned countries at international student recruiting fairs, marketing events, school visits and other venues as appropriate;
- Design and deliver training for agencies in assigned countries;
- Help to identify, maintain and foster on-going international relationships with recruitment partner agencies, international high schools, US Embassies, Consulates, Commercial Services offices and Education USA offices within assigned countries;
- Monitor expenses and budget allocations for recruitment in assigned countries;
- Maintain accurate records of contacts, outcomes, and ongoing discussions with potential students, parents, agency personnel and other relevant contacts;
- Inform the International Programs staff of contacts and pending outcomes;
- Assist in the development and updating of International Student recruitment materials, ads for overseas publications, marketing messages, social media communications and other material for recruitment;
- Under the direction of the Director, solicit and negotiate with overseas school administrators or others to establish short-term programs at JPLI;
- Assist in providing information related to the United States Student and Exchange

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Visitor Program (SEVP);

- Under the direction of the Director, take part in the conduct of orientation sessions for new international students;
- Participate in the implementation and interpretation of policies and procedures related to student recruitment and marketing initiatives, helping ensure legal requirements and College/ International Student Recruitment goals are met;
- Coordinate efforts with other campus departments to host recruitment partners, prospective students, and their parents;
- Participate in the research and development of potential new markets for student recruitment;
- Maintain a current understanding of laws, regulations, trends and technology that affect international student enrollment, marketing and recruitment; suggest policy and procedural changes as necessary;
- Take initiative in problem-solving; independently handle sensitive situations using tact and diplomacy;
- Collaborate with other units to assure departmental goals are achieved;
- Work as a team player, appropriately exhibiting a positive attitude;
- Promote an environment supportive of the College's mission, vision and principles;
- Other duties as assigned by the Director of International Programs.

## **QUALIFICATIONS:**

### **SKILLS AND ABILITIES**

- Excellent communication and interpersonal skills;
- Proficiently use MS Office applications and the internet;
- Plan and manage time effectively;
- Meet productivity standards;
- Solve problems effectively, efficiently, using principles of collaboration and continuous improvement.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree;
- Three years of experience in a professional position requiring representing an organization to external clients or customers;
- One year experience working or traveling abroad to conduct business;
- Excellent communication skills, both oral and written;
- Demonstrated intercultural/international awareness, communication ability and cultural knowledge and sensitivity;
- Experience using Microsoft Office suite programs, email and internet resources.

### **DESIRED QUALIFICATIONS**

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- Familiarity with the Student and Exchange Visitor Program (SEVIS) reporting system;
- Three years experience working for an educational institution with international students;
- Experience recruiting international students to US higher education institutions;
- Fluency in a language in addition to English;
- Demonstrated experience in building successful partnerships with institutions or businesses abroad.

## **SALARY, BENEFITS, CONDITIONS OF EMPLOYMENT, APPLICATION PROCEDURE:**

### **SALARY AND BENEFITS**

Annual salary rate is \$53,000.00 and may be subject to change in accordance with legislative mandates. Benefits are provided in accordance with state regulations.

### **CONDITIONS OF EMPLOYMENT**

Prior to employment the candidate must pass a criminal background check. If hired you will be required to provide proof that you are either a U.S.Citizen or an immigrant whose status permits you to lawfully work in this country.

### **APPLICATION PROCEDURE**

- To be considered for this position, applicants must:
- Meet the minimum qualifications and;
- Submit a complete application packet that includes the following:
  - The online application form;
  - A current resume;
  - The names and contact information for a minimum of three professional references;
  - A typed, narrative response to the following question:
- Describe ways in which you have actively engaged and demonstrated a commitment to promoting the success of diverse students or employees. (Maximum of two pages.)

### **AFTER YOU APPLY**

Notifications regarding the status of the recruitment process can be found on the Application Status tab of your online application account. Only candidates selected to interview will be contacted.

JP Language Institute provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment. All documents submitted as part of the application package become the property of

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the Institution and will not be returned.

**APPLICATIONS MUST BE FILED ONLINE AT: <http://www.jp.li.org/>**

Or download form, complete it mail it to :

JP Language Institute Attn: HR

68 S Service Road, Suite 100. Melville New York 11747

Position #1507-1508

INTERNATIONAL STUDENT RECRUITER