

**Multicultural Recruitment Specialist**

**Department:** Office of Admissions

**Number of openings:** 2

**Work Schedule:** 10-15 hours per week

**Compensation:** 13.05 – 13.70 per hour

**Per:** Hourly

**Terms:** Fall, Winter, Spring

**Academic Year:** 2017-2018

**Duties and Responsibilities:**

- **Projects:** Lead programmer for annual admitted student visitation program Embracing The Future (spring term). Assist with the organization of multicultural recruitment activities including our monthly Connections visitation program, scholarship activities, and other special projects as assigned.
- **Liaison:** Coordinate the involvement of UO students, faculty, and staff in multicultural recruitment programming. Provide leadership to a team of undergraduate, recruiters. Coordinate their activities involving visitation programming and special projects.

**Recruitment & Outreach:**

- Represent the UO to various constituents through high school visits, college fairs, community college visits, campus information sessions, counselor functions, alumni receptions and community-based organizations.
- Group Presentations: Both on-campus and off-campus, as needed, effective presentations to groups about the university, such as academic programs, the admissions process, scholarships/financial aid, and student life. Tailor presentations utilizing their in-depth expertise and experience, with a sensitivity to varied audiences, such that presentations vary as appropriate.

**Eligibility:** University of Oregon students pursuing a bachelor's, master's or doctoral degree are eligible to apply. Specialization in higher education or public relations preferred but not needed.

**Preferred Qualifications/Experience**

- Knowledge of UO multicultural resources, programs, and organizations.
- Valid driver's license and good driving record that is UO certifiable
- Superior oral/written communication skills and public speaking experience.
- Event/program planning experience.
- Excellent interpersonal and organizational skills.
- Experience working with people from a wide variety of educational and socio-economic backgrounds
- Familiarity with admissions systems and/or educational recruitment practices.

**Application Procedure**

Please submit the following electronically as one single PDF or MS Word document to [sandig@uoregon.edu](mailto:sandig@uoregon.edu)

- A letter explaining your interest in this position, related work and academic experience, any cross-cultural experience(s) you have had, and academic and career goals.
- A resume.
- The names and contact information of two references (please include email addresses and phone numbers).

**Contact:**

Sandi Gussenhoven

Office of Admissions

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The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.