

The University of Iowa Henry B. Tippie College of Business Recruiting Coordinator, CUIS

(Program Assistant, 100% fiscal-year appointment)

The Consortium of Universities for International Studies (CUIS)—Italy Programs seeks a Recruiting Coordinator for its undergraduate and graduate study abroad programs. This position conducts all on-site recruiting activities, develops marketing materials, recruits and advises students and faculty, conducts presentations and supports online advertising and social networking efforts.

Required qualifications: Bachelor's degree or an equivalent combination of education and experience, 6 months–1 year of related international program experience, which includes a minimum of one semester (3 months) of study abroad experience, excellent written/verbal communication skills including large group presentation skills, web communication skills including use of social networks for marketing purposes, computer applications and the ability to travel extensively to consortium institutions within the U.S. including nights and weekends. Valid driver's license required.

Desired qualifications: Coursework, degree or work experience in business, 6 months of admissions/recruiting experience for a study abroad or higher education program and advising experience with undergraduate business students. Experience using Hobson's Enrollment Management Technology (EMT) software is desirable.

Online applications only at <http://jobs.uiowa.edu>. Search for requisition #58959 to see the complete job description and to apply for this position. Applicant screening will begin immediately.

The University of Iowa is an Equal Employment Opportunity/ Affirmative Action Employer. Women and Minorities are encouraged to apply.

