

BELHAVEN UNIVERSITY

Position Title	RN-BSN Recruitment Representative
Department	Enrollment and Marketing
Position:	Part-time; Approximately 29 hours a week
Direct Supervisor	Assistant Vice President for Enrollment

Belhaven University is seeking candidates for a new RN-BSN Recruitment Representative position. Preference will be given to candidates who have experience as a professional nurse or who have worked in a health care environment. A bachelor's degree is required in addition to direct or highly relevant marketing experiences in a professional or volunteer capacity.

Position Description

- Identifies health related organizations to present Belhaven University Health Programs: RN-BSN; BSN; BHA; MHA in the Central Mississippi Area
- Maintains list of targeted programs in Central Mississippi and surrounding areas
- Develops targeted relationships with hospitals, clinics, and nursing organizations in Central Mississippi
- Works with BU recruiting partners to develop similar relationships with targeted health organizations in contiguous states
- Develops strategic marketing plans for the nursing programs with direction from the AVP and VP for Enrollment and Marketing
- Calls on health organizations to create awareness, develop relationships, and develop partnerships
- Develop a partnership plan for health organizations
- Meets with community colleges to recruit Associate Degree of Nursing (ADN) graduates
- Works with the Community Colleges, the Provost, and the Dean of the School of Nursing to finalize articulation agreements between BU and the organization
- Serves as the primary RN-BSN recruiter, with an office at the LeFleurs Campus
- Takes prospective students through the application to enrollment stage
- Attends career fairs
- Works closely with the BU School of Nursing to understand the BSN and RN-BSN programs – learns programs inside and out
- Learns and understands the Bachelor of Health Administration and Masters of Health Administration programs
- Develops RN-BSN presentations for health organizations

- Works closely with the School of Nursing to streamline students' enrollments
- Learns and understands the enrollment procedures for all BU programs
- Local travel with work both inside and outside the office will be required
- Maintains call logs and visit reports of activity
- Flexible schedule within the 29 hours per week
- Presents self and BU in a professional manner
- Reports to AVP for Enrollment

A bachelor degree is required in addition to direct or highly relevant marketing experiences in a professional or volunteer capacity. Preference will be given to candidates who have experience as a professional nurse or who have worked in a health care environment. The successful candidate will have to quickly understand the nuances and challenges of working with registered nurses and health care professionals as they seek to expand their educational opportunities.

Experience in college admission or counseling would be helpful, but is not necessary if the candidate possesses strong communication skills and is task-oriented.

Interested applicants may make application by submitting:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the Enrollment Counselor position.
- 5) Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Only applicants who submit all five required items will be considered.

Interested applicants should send their information to ssullivan@belhaven.edu.

Suzanne Sullivan, Associate Vice President for Enrollment

No phone calls, please.

Additional information about Belhaven University may be found at www.belhaven.edu.