

**VanderCook College of Music**  
**Flexible Recruiting Positions**  
**Admissions Recruiters/Alumni Liaisons**  
Part-time/Hourly

**Overview**

We are looking for one or more candidates to assist with recruiting undergraduate and graduate students. Candidates must demonstrate:

- Positive and energetic disposition
- Exceptional written and oral communication skills
- Self-initiative and persistence in starting and completing projects
- Appreciation for music education and VanderCook's mission
- Ability to speak with people of diverse backgrounds
- Excellent customer service skills
- Attention to detail and strong organizational skills

These flexible positions can fulfill between **10-30 hours/week** depending on candidates' availability. The work can be completed **on or off-campus**, but attendance at some on-campus events (listed below) is required. The position can focus on recruiting undergraduate students, recruiting graduate students and/or fostering richer relationships with VanderCook alumni, depending on candidates' experience and interests (see descriptions below).

**Descriptions -- Position could involve one or more of the following:**

**Undergraduate Student Recruitment:**

- Understand the Admissions process in detail
- Choose a student population (band, choir, string, etc) OR choose 5-10 high schools
- Serve as the Admissions Coach for these students/schools which includes:
  - Visit the schools and speak with the students
  - Email, text, and call students who are interested in music education
  - Encourage them to attend visit and audition days
  - Answer their questions and help them move through the admissions process
  - Keep track of your communication with them and log it in our database
  - Be intentional in outreach and follow-up
- Represent VanderCook at a few daytime and evening college fairs
- Report on progress and goals during weekly check-in's (in person or via phone/Skype)
- Strengthen the relationship with the IIT Admissions Office & Academic Advisors to work with students interested in participating in music classes at VanderCook

**Graduate Student Recruitment:**

- Understand the Admissions process in detail
- Serve as the Admissions Coach for students requesting information about the MMed or MCert programs which includes:
  - Communicate with prospective graduate students via email, phone calls, and texts
  - Arrange in-person meetings at (or near) their place of employment OR at VanderCook
  - Answer their questions and help them move through the admissions process

- Keep track of your communication with them and log it in our database
- Be intentional in outreach and follow-up
- Report on progress and goals during weekly check-in's (in person or via phone/Skype)
- Potential to assist with state MEA's (Ohio, Michigan, Illinois)

#### **Alumni Liaison:**

- Update and maintain alumni database including contact information and job placement
- Identify alumni who teach in target high schools and maintain frequent personalized communication (phone calls, emails, etc.)
- Visit the alumni who teach at target high schools and provide VanderCook publications and promotional materials for the alumni, their students, and the college counselors at the high school
- Coordinate alumni volunteers - this may include training and communicating with alumni who want to:
  - help at MEA exhibit booths (Illinois, Midwest, Missouri, Wisconsin, Michigan, Texas, Ohio)
  - mentor/coach prospective students through the admissions process
  - assist with Admissions Visits Days (alumni panels, lunch, etc.)
- Meet with alumni who are on campus for outreach events (DOP, DOG, etc.)
- Attend Alumni Board meetings

#### **Requirements:**

All of these positions will be required to:

- Check-in weekly with the Director of Admissions to provide timesheet and project reports
- Attend and assist with all Undergraduate Visit and Audition Days:
  - September 16, 2017
  - October 28, 2017
  - February 19, 2018
  - March 26, 2018
  - April 23, 2018
- Attend and assist with other events, such as concerts, festivals, high school clinics, and special events such as Day of Percussion or Day of Guitar.

#### **Interested?**

If you are interested in any of these flexible, part-time opportunities, please send your resume to LeeAnn Meyer at [lmeyer@vandercook.edu](mailto:lmeyer@vandercook.edu).

Applications will be reviewed upon submission. Positions open until filled.