



International and Multicultural Recruitment Coordinator

Franklin College has an opening in the Office of Admissions for an International and Multicultural Recruitment Coordinator. The International and Multicultural Recruitment Coordinator is responsible for recruiting prospective students, presenting information to students and families at high school visits and college fairs, reviewing applications and making admission decisions and scholarship recommendations, assisting with the planning of admission-related events, and meeting annual enrollment goals for the assigned region. Additionally, each counselor coordinates special projects in our office; these may include but are not limited to assisting with publications and facilitating school counselor programs. This position promotes Franklin College to prospective students and leads the college's efforts in multicultural recruitment, including the management of the College's international business component. This is a full-time, 12-month, non-exempt position reporting to the Director of Admissions.

RESPONSIBILITIES

- Execute and assist in the development of a multicultural recruitment strategy in partnership with the Vice President of Enrollment, Directors of Admissions, Financial Aid, and admission counseling team;
- Plan and coordinate multicultural events on campus across working groups and offices which include, but are not limited to, those focused on recruiting;
- Engage alumni in the recruitment and retention of multicultural students;
- Identify and build key partnerships with community-based organizations and other entities;
- Develop and monitor statistical reports to enhance recruitment strategies, yield management, and operational efficiency;
- Meet enrollment goals for assigned recruitment territories/populations;
- Develop and maintain close working relationships with key secondary school constituents;
- Travel domestically and internationally on behalf of the college for recruitment and other college related events;
- Review applications from assigned recruitment territories;
- Perform other duties as assigned.

QUALIFICATIONS

- A bachelor's degree; master's degree preferred;
- Experience with international travel is a plus;
- Strong consideration given to candidates with the ability to converse in Spanish;
- Ability to effectively communicate in person and in writing, and give engaging presentations to small and large groups;
- Should possess high energy, attention to detail, and the ability to organize effectively;
- Should be driven to accomplish goals;
- Valid driver's license and ability to work some nights and weekends.

APPLICATION PROCESS

Excellent benefits package including health, life, and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume, and contact information for three professional references via the application link – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

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Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.