Coordinator of Recruitment and Retention Events  
Kansas State University College of Agriculture  

The Academic Programs Office in the College of Agriculture is seeking to fill a full-time, 12-month position with primary responsibilities that include coordination and implementation of programs, events, and activities related to relationship building and recruitment of prospective students and retention of current students of the College of Agriculture.

Location:  
Academic Programs, College of Agriculture, Kansas State University, Waters Hall 117, Manhattan, KS 66506

Responsibilities:  
- Assist with developing and managing new and innovative special events and recruitment activities.  
- Represent the College of Agriculture at on- and off-campus recruiting events at various Kansas high schools and assist in the development and implementation of high school student recruitment programming.  
- Network and cultivate relationships and coordinate visits that assist in building relationships with prospective students, parents, high school guidance counselors, and community college advisors and administration.  
- Coordinate college outreach events including Kansas FFA Career Development Events (CDE), college programming for 4-H Discovery days, World Food Prize – Kansas Youth Institute, etc.  
- Coordinate College involvement for All-University Career Fair, Ag Employers Dinner, and Agri-Industry Career Fair.  
- Coordinate on campus college level student events (e.g. honors receptions, commencement activities, watermelon feed, new graduate dinner, etc.).  
- Collect student enrollment and placement data and submit enrollment and placement reports to USDA's Food and Agricultural Education Information System.  
- Assist with event coordination for faculty/advisor meetings, workshops and training seminars, and receptions.  
- Assist with coordinating the College of Agriculture Alumni Board and their activities, meetings and events.  
- Co-coordinate the College of Agriculture's presence and roles at booths and special events, including the Kansas State Fair, Kansas FFA convention and K-State Open House.

Qualifications:  
Required  
- Bachelor's degree  
- 2-years of post-baccalaureate work experience  
- Broad based knowledge of agriculture and agriculturally-related fields  
- Excellent written, verbal, and interpersonal skills.  
- Strong organizational skills and an ability to work independently and within groups.  
- Applicable experience in student recruiting, event planning and coordination  
- Availability to work some evenings and weekends. Travel both in state and out of state is required. Current Kansas driver's license or ability to obtain a driver's license is required.

Preferred  
- B.S. degree in an Agriculturally-related field

Salary and Benefits:  
Commensurate with ability and experience. This is an unclassified, exempt position. Kansas State University benefit package includes a retirement plan, group health and life insurance plans, worker’s compensation, vacation, sick leave and other benefits.

Kansas State University is an equal opportunity/affirmative action employer and actively seeks diversity among its employees. Background check is required.