POSITION ANNOUNCEMENT
Kansas State University
Office of International Programs

International Student Recruiter
International Admissions and Recruiting

K-State 2025: By 2025 Kansas State University will be recognized as one of the nation’s Top 50 Public Research Universities. Our engagement with the international community is critical to the future of our students, our university, and our state. Internationalization is a “common element” underlying the vision and goals of the K-State 2025 initiative. This high level commitment to internationalization underscores the value we place on our international student population, and their contributions to the enrichment of our learning community.

Kansas State University invites applicants for the position of International Student Recruiter. This position reports to the Director, Office of International Admissions and Recruiting.

Duties include: International student recruiting visit preparation and travel (extensive international travel required); country office and representative contact; development of international contacts. Advertising and website input and development; Inquiry response; provide general assistance to the international admissions and recruiting office; administrative support to the admissions process; and programming related to international student arrival, for example airport pick-ups.

Qualifications Required:
- Bachelor’s degree
- Personal or professional experience related to international education
- Experience in student advising and/or teaching, sales, marketing, or advertising
- Excellent organizational and communication skills

Preferred Qualifications:
- Experience in living or traveling abroad
- Understanding of other cultures
- Proficient in English
- Second language

Application Deadline: January 12th, 2015

Conditions of Appointment: A background check is required prior to finalizing an offer of employment. Applicants must be currently authorized to work in the United States for any employer.

Salary Range: $34,000 to $38,000

Start date: Negotiable, with preference for March 2015

To apply: Applications must be submitted electronically to oip@ksu.edu with International Recruiter in the subject line. Submit a letter of interest; résumé; names and contact information for three references.

Kansas State University is an EOE of individuals with disabilities and protected veterans. Kansas State University actively seeks diversity among its employees. Background check required.