



Location: Garland, TX  
Category: University Recruiter  
Application Due: Open Until Filled  
Type: Fulltime

Amberton University is accepting applications for the position of University Recruiter.

Amberton University, a leader in adult oriented education since 1971, offers bachelor's and master's degrees at the main campus in Garland, TX, the University's center in Frisco, TX, and online.

The University Recruiter is responsible for identifying and engaging with prospective students through various outreach activities, promotion of the University's programs, building relationships/partnerships with corporations, community groups and municipalities, participating in student information sessions and maintaining recruitment data/reporting. The responsibilities of a Recruiter shall include, but are not limited to the following:

- Implements and coordinates Amberton University's recruiting services and procedures.
- Collaborates with business leaders to define education needs for their employees.
- Establishes and maintains relationships with community colleges and career services offices and student organizations to ensure a consistent new student pipeline.
- Advises the Administration on needed recruiting programs, policies, procedures, and publications.
- Designs and implements recruitment strategies, including attending career fairs, hosting employer information sessions, and collaborating to create marketing materials to promote Amberton University and its programs.
- Attends career fairs, and virtual recruiting sessions to engage with potential candidates.
- Represents the University to external agencies and organizations regarding recruiting activities of the University.
- Educates potential students about Amberton University.

- Maintains contacts with representatives of other organizations to exchange and update information on resources and services available.
- Tracks and analyzes recruitment metrics to improve future recruitment efforts using Amberton's CRM system and provides for the efficient maintenance of the recruiting contact database.
- Is an advocate for new students and assists in application process when needed.
- Regularly meets with the Enrollment Management Team.
- Contributes to the overall success of the departments by performing all other duties and responsibilities as assigned.
- Defends and preserves the academic integrity of the institution against all encroachments while maintaining the Christian commitment and educational philosophy of the University.
- Performs other duties as assigned.

Applicant Information:

Submit employment application (<https://amberton.edu/wp-content/uploads/2023/04/Amberton-University-Career-Application.pdf>), vita/resume, cover letter describing how applicant meets the qualifications and references to:

Amberton University  
ATTN: Dr. Carol Palmer  
13601 LBJ Freeway  
Garland, TX 75041

Email: [CPalmer@Amberton.edu](mailto:CPalmer@Amberton.edu)

FAX: 972-279-9773

**Amberton University is an Equal Opportunity Employer**

Amberton University operates in accordance with Christian principles and considers it unethical, as well as illegal, to discriminate on the basis of race, color, religion\*, age, sex, non-disqualifying handicap, or national or ethnic origin in admissions, employment opportunities, educational programs, or activities which it operates.

\*While Amberton does not discriminate on the basis of religion concerning admission, the University does discriminate on the basis of religion concerning employment. Because the University is committed to Christian ethics, a Christian belief is required of employees.