

May 2017 Opportunities!!

CATAWBA Catawba College

Assistant Director of Admissions CRM Management

Position Objectives:

This position is responsible for an accurate and effective Client Relationship Management (CRM) database by creating and maintaining views, imports, exports, reports, communication flows, create workflows, and data integrity. This person will work with Ellucian as updates and upgrades to the CRM become available and liaise with the IT department during implementation as well as train Admissions, Financial Aid, and other college staff on new solutions

Essential Functions:

- Act as first line CRM Recruit support for admissions staff and other enrollment stakeholders
- Implement updates and upgrades to the Recruit CRM system; train end users regarding functionality changes
- Create business process guide/manual for end-user training and create an archive of documentation of all business decisions
- Work with Ellucian support to report and resolve issues and questions
- Participate in the Ellucian CRM Recruit e-community and development partner initiatives
- Build and maintain data mapping for import/export processes, including Common Application, ACT, and SAT, PC&U, and NRCCUA, etc. Performs database and import table maintenance
- Create and maintain views, reports, and workflows
- Build various communication plans by the use of campaigns, workflows, marketing lists, and third party communication applications, such as Exact Target
- Analyze admissions data from current and previous years to generate reports including disseminating weekly reports. Understanding of fundamental statistical principles desired
- Run reports and views for vendor partners and other enrollment stakeholders
- Update data tables to bridge information from Recruit to Banner
- Perform data integrity checks to ensure system processes are functioning properly, including email sends and workflows. Correct and troubleshoot issues caught during these processes
- Perform annual updates within the system that impact the application entity, events, territory assignments, and available terms
- Researching new, current, and upcoming technologies to further expand/improve current functionality
- Create and maintain forms within the system
- Assist Operations personnel in the processing of applications, decisions, and supplemental items during peak times

Position Standards:

Knowledge of Admissions processes, CRM Recruit, Microsoft Office platform including Access and Excel

Equipment used:

Computer, telephones, printers, copier, and related equipment

Critical Skill/Expertise:

Knowledge of CRM Recruit, Banner, Cognos, Organizational, problem-solving and communication skills. Ability to work collaboratively with co-workers and student assistants. Ability to function based on general direction and without direct supervision. Bachelor's degree required. *Minimum 3 years of Admissions CRM experience preferred. SQL preferred. HTML preferred.*

This is a Non-exempt full-time salaried position

To Apply

Send application (<http://catawba.edu/about/our-campus/offices/hr/employment-opportunities/on>)

And resume to Steffanie West at sjimenez@catawba.edu.

***Bostian Retirement LLC**

Salisbury, NC

Event/Marketing/Communications Specialist.

Professional retirement planning firm in Salisbury, NC looking for an Event-Marketing- Communications Specialist. Applicant must be able to multitask in a fast-paced work environment.

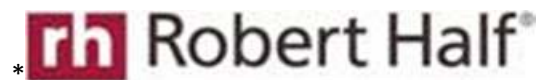
Must also have experience in public speaking

Duties include:

- Event planning
- Set up direct mail for all events
- Coordinate RSVP service for events
- Attend special events several times a month (in addition to 32+ hours a week)
- Qualification calls to prospects
- Confirmation letters to event attendees
- Schedule annual review appointments for clients
-

Compensation: \$15.25/hour 32+ hour work week

Please email resumes and references to stephaniemesimer@yahoo.com (no phone calls)



Charlotte, NC

Join one of the World's Most Admired Companies for our Management Training Program starting June 17th!

Robert Half Technology is looking for college graduates to join our team. (Technology degree a PLUS). Dividing your time between marketing and recruiting functions, you will promote our services to prospective clients and IT consultants. If you are a self-confident, motivated person with a strong work

ethic and excellent communication skills – and you enjoy a fast-paced team-driven environment – we invite you to apply below.

Job Summary

As a Technical Recruiter, your responsibilities will include:

- Recruiting, interviewing and placing IT professionals in contract and contract-to-hire positions with our clients.
- Providing the highest quality customer service to both clients and candidates.
- Providing consistent communication and career guidance to candidates.
- Participating in industry trade associations to increase our presence within the local IT community.
- Strategizing with teammates to accomplish weekly business growth goals.

Qualifications:

- Bachelor's/Associate's degree preferred.
- Self-confidence, perseverance, excellent communication skills and a high sense of urgency.
- A strong desire to succeed.

Top Reasons to Work for Robert Half Technology:

- EXCITING CAREER OPPORTUNITIES WITH THE INDUSTRY LEADER – Our more than 65-year history of success and strong client relationships provide a level of stability few companies can match.
- PERFORMANCE = REWARD – We offer exceptional earning potential and a competitive benefits package, including a base salary and monthly performance-based bonuses, paid time off as well as group health, life and disability insurance, and a 401(k) or deferred compensation plan.
- UPWARD MOBILITY – With over 120 locations worldwide, we provide excellent career advancement potential, both locally and beyond.
- TOOLS FOR SUCCESS – We provide world-class training, client relationship management tools and advanced technology to help you succeed.
- RESPECTED WORLDWIDE – Robert Half once again was named to FORTUNE® magazine's list of "World's Most Admired Companies" and was the highest-ranked staffing firm. (March 1, 2016)

You may submit your resume directly to lucy.marino@rht.com



***Part time Development Coordinator**

Looking for part-time for the Carolinas Credit Union Foundation to work out of Salisbury, NC

Development Coordinator

Foundation – Columbia, South Carolina

The Carolinas Credit Union Foundation, a non-profit organization, is seeking a part-time Development Coordinator (**approximately 10 hours per week**). The selected applicant will work directly with the Executive

Director, assisting with fundraising, producing and executing events, and other operational and administrative needs. Please visit www.CarolinasFoundation.org to learn more about our organization.

Duties and Responsibilities:

- assemble fundraising and donor recognition mailings
- maintain exposure via social media channels and assist with public relations initiatives
- provide creative support and copy editing of promotional materials
- assist with event logistics for several annual events
- provide support on special projects and strategic planning initiatives
- maintain various databases

This position provides an individual with an opportunity to gain hands-on experience in nonprofit operations, with potential opportunities for special projects depending on the applicant's skills.

Qualifications:

- excellent communication skills - graphic design experience is a plus
- must be a competent user of MS Office applications
- must be able to work with minimal supervision

Location: Executive Director operates in Salisbury, NC and covers NC & SC. Office space can be provided in Columbia, SC; otherwise, successful applicant must have the ability to operate from home. (Equipment will be provided)

Please send resume, cover letter and requested hourly rate. **The link to apply can be found [here](#).**



Sports Business Daily has an immediate opening for a **Staff Writer** in the **Charlotte** office.

This entry-level position will be responsible for compiling, writing and copy editing daily sports business news in a fast-paced, deadline environment. Must be able to produce clear, concise copy and turn complicated subjects and issues into readable stories. Must be a team player, and should be comfortable in a newsroom setting. Must have knowledge of -- and interest in -- sports, the business of sports, current events and pop culture. Ideal candidate is a collaborative team player, as well as energetic, creative, and a self-starter.

If interested, please send resume and writing samples to jobs@sportsbusinessdaily.com.

Please visit us at www.sportsbusinessdaily.com. www.sportsbusinessdaily.com

Follow us at: twitter.com/SBJSBD

facebook.com/SBJSBD



Rowan County Salisbury, NC
CHILDREN'S OUTREACH PROGRAM SUPERVISOR
(Library Headquarters)

Supervises the daily operation, collection development and budgets of Stories to Go, Books to Grow and Rowan Reads to Newborn programs; oversees summer reading program presentations for pre-school children; creates, designs, and demonstrates developmentally appropriate reading activities; creates, implements, and presents early literacy workshops to child care professionals and parents; informs community and local agencies about children's outreach programs and promotes early literacy; develops, plans and implements outreach programs in the community and within the school system; designs theme based storytelling kits for use in child care classrooms; writes grants for outreach programs; day-to-day supervision of staff which includes scheduling, training and evaluating performance; and oversees maintenance of the bookmobile; provides excellent customer service in the Children's Room at Library Headquarters during the week including some evenings and weekends; performs daily operational duties in the Children's Room to include reference interviews for children and parents, and train patrons to use the catalog, online databases and AWE computers.

Requires a thorough knowledge of departmental policies, procedures and practices; thorough knowledge of early literacy fundamentals and how to teach early literacy skills; thorough knowledge of the library's collection in selecting materials that meet the needs of the patrons served; ability to plan, program, supervise and participate in a variety of relevant library programs and activities; ability to write grants in pursuit of program funding and to monitor and manage program budget; ability to train and supervise personnel; and ability to communicate effectively both orally and in writing.

Requires an Associate's Degree in Liberal Arts, Education, or related area and two years of experience working in a library or public service setting. All degrees must be from an accredited college or university. Supervisory experience and experience teaching pre-school age children is preferred. A valid driver's license is required.

Starting Salary \$34,500 - \$37,900. BENEFITS.

Submit application to Rowan County Human Resources, 130 W. Innes Street, Salisbury, NC 28144 by **May 22, 2017**. Applications available at www.rowancountync.gov/hr

Check out a variety of opportunities on their website!

We administer Pre-employment Drug Tests, Conduct Criminal Background Investigations, and Driving History EOE



***City of Kannapolis** Kannapolis, NC

Senior Office Assistant- Police Department

Part Time – 20 hours per week

GENERAL STATEMENT OF DUTIES: Performs a variety of responsible clerical and accounting tasks; performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: This employee provides clerical support to the Field Operations Bureau. Tasks assigned to this position vary in difficulty, level of responsibility and independence necessary for their successful completion. The employee in this position works under the general supervision of the Bureau Commander.

ESSENTIAL JOB FUNCTIONS:

Types a variety of documents including technical and statistical reports;

Provides clerical duties; sets up and maintains a filing system for the Field Operations Bureau

Maintains departmental supplies for the Bureau;

Works with various vendors regarding purchasing, shipping, and receiving;

Maintains inventory of Departmental equipment;

Tracks and records all vehicle maintenance;

Operates a variety of office machines;

Prepares mailings;

Performs other duties as assigned.

Salary Range: \$12.04 - \$13.84 per hour

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of modern office practices and equipment; knowledge of English grammar, punctuation and spelling; skill in the use of personal computer word processing; ability to type accurately at a speed of no less than sixty (60) words per minute; ability to establish and maintain harmonious working relationships with others; ability to work under pressure and meet deadlines; ability to transcribe minutes and correspondence from recording device; ability to interpret and apply policies; ability to deal effectively and courteously with the public; ability to communicate clearly and effectively over the telephone as well as in person; tact and courtesy.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school supplemented by business or secretarial school courses and considerable responsible experience in clerical/accounting work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Return completed City Employment Application to:

City of Kannapolis; Human Resources

401 Laureate Way

Kannapolis, NC 28081

WEBSITE: www.kannapolisnc.gov

CLOSING DATE: Open Until Filled

This position has been determined to be non-exempt by the Fair Labor Standards Act

***Police Officer position with City of Kannapolis**



Police Officer May 5,
2017.doc



Southern Teachers is searching for **teacher candidates** and currently has over 1,000 openings. These positions are at **hundreds of private/independent, college-preparatory, PreK-12 schools from Pennsylvania to Florida to Texas**, and everywhere in between. Our services are **completely free** to candidates!

Who should apply? These schools are looking for students who have a strong background in their subject area and are able to share their passion with students; they usually **do NOT need a teaching license or education major**. New teachers earn competitive salaries based on their experience and qualifications. The schools also offer comprehensive benefits packages. Ask yourself these questions:

- *Have you been a tutor while in college?*
- *Have you worked at a summer camp, or other organization, with children?*
- *Are you looking for a job where you can get the next generation excited about learning?*

How does it work? Submit our [online application](#) ASAP to become a candidate, along with a resume and cover letter. If accepted, your placement counselor will have a phone conversation to get to know you and your job search. Then we will send your file to positions that match what you're looking for, and let you know where your file was sent.

As always, if you have questions about Southern Teachers, please feel free to call or email Abby anytime. You can read more about them [here](#).

Abby Hall | *Director of College Recruitment*
434-295-9122 | SouthernTeachers.com

Rowan County and **City of Salisbury** also have many jobs posted. Check them out:
www.Rowancountync.gov/hr www.salisburync.gov

Check jobs on www.PurpleBriefcase.com and also www.Jobs2careers.com