



Recruitment Coordinator

Summer 2022 • SouthernTeachers.com



The Opportunity

Southern Teachers is the premier placement agency for private/independent schools in the South. For over a century, Southern Teachers has helped hundreds of schools hire thousands of educators. We recruit, screen, and refer hundreds of talented candidates each year for faculty positions and leadership opportunities at the South's most outstanding schools. Southern Teachers is looking for a Recruitment Coordinator to work in person at our home office in Charlottesville, VA. This position begins in summer 2022.

Responsibilities

The RC's goal is to increase the number of applications we receive from graduating college students by building relationships at colleges and universities and by improving marketing communications. He or she will be the key point person for the larger Southern Teachers recruiting team. This includes the following tasks:

- Manage the calendar of recruiting events, including researching, and registering for upcoming events, communicating with Career Services departments, and managing and scheduling ST recruiters
- Market Southern Teachers recruiting events to college students, typically via email campaigns and social media
- Think creatively and analytically about marketing campaigns, recruiting data, and outreach processes
- Use LinkedIn, Indeed, and college job boards such as Handshake to actively recruit

Required and Desired Qualities

Successful candidates will be organized, detailed, and diligent.

- Prompt with communications and organized with project management
- Strong communication skills, written and oral, and capable of communicating effectively with different audiences
- Capable of working well on a team and collaborating effectively with others
- Data savvy to work with our digital recruiting efforts

Candidates should have five years of experience in a related field, either in teaching or recruiting.

This is an in-person desk job with occasional travel requirements. Compensation is dependent on experience.

Founded in 1902, Southern Teachers is the oldest teacher placement agency in America, and the only agency dedicated to working with schools in the South.

To Apply

To apply, please send a resume and cover letter as two separate PDF or MS Word attachments to Maggie.Goodman@SouthernTeachers.com. Please write "Recruitment Coordinator Application" in the subject line.

