



Recruitment Coordinator

Southern Teachers is the premier placement agency for private/independent schools in the South. As the oldest agency in the country, we've helped tens of thousands of teachers and administrators start and advance their careers. Our Recruitment Coordinator plays a critical role in finding even more candidates for the South's most outstanding schools.

The job requires a blend of traditional and contemporary skills. The RC must both nurture relationships with college career services offices and manage Google Analytics. More mastermind than travelling rep, he/she must communicate exceptionally on the phone and in writing. While the duties of the day can vary hectically, keen focus on details and processes are perpetually essential.

The duties fall into three general categories:

- Organizing our rather significant college recruitment campaigns
- Overseeing our social media & digital marketing efforts
- Continually assessing data to guide our future recruiting efforts

Most of these functions are already highly scripted, but inventiveness and ingenuity are needed to advance the cause even further.

While there's certainly time spent chained to the computer posting jobs online like a banshee, this structured 9-5 office job is leavened by camaraderie epitomized by our daily ritual of gathering the entire staff at 3:30 for tea, mint juleps for our Kentucky Derby party, and our annual Hawaiian Shirt Day.

We are exceptionally proud of the work we do here. Helping schools find good teachers means that we improve the lives of countless students. That really is something special.

Our office in beautiful Charlottesville is literally right across the street from UVA. It's so nice on "The Corner" that we can't imagine someone wanting to telecommute. (and it's not an option)

We need someone smart, someone we enjoy being with, someone who gets the details right, and someone inspired by our mission to work hard. We don't need a computer genius, but we do require a growth mindset.

If that's you, please send a resume and cover letter, including your expectations for compensation, as two separate PDF or MS Word attachments to Goodman@SouthernTeachers.com. Please write "Recruitment Coordinator" in the subject line.

Employment and duties will begin Summer 2017.