



**OAKWOOD UNIVERSITY**  
*EMPLOYEE SERVICES/HUMAN RESOURCES*

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Recruitment and Retention Coordinator

**DEPARTMENT:** Chemistry

**STATUS:** Regular Full-time (38 weekly hours)

**QUALIFICATIONS:**

*Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.*

Bachelor's Degree.

Detail oriented and motivated.

Able to work well with students, faculty, and staff.

Experience in skills in office management, record keeping, budget management.

Experience working with educational grants, a plus.

**BRIEF DESCRIPTION OF DUTIES:**

Recruit students to the program.

Maintain records.

Purchase equipment and supplies, etc.

Process student time cards.

Manage budget.

Keep current statistics for grant reports and prepare manual reports.

Other related duties as assigned.



**SALARY:** Commensurate with education and experience

**POSTING DATE:** **January 2022**

**CLOSING DATE:** **Until filed.**

**HOW TO APPLY:** **Interested persons must submit employment documents electronically:**

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

**REQUIRED DOCUMENTS:**

Completed Employment Application  
Resume  
Copy of Degree/transcript

Email: [Hroffice@oakwood.edu](mailto:Hroffice@oakwood.edu)

Oakwood University participates in 

**\*\*OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER\*\***

**RESET**

◆ **God First** ◆