



**Reports To:** Program Manager, FSI

**FLSA:** Exempt, Full-time

**Location:** Any Location, US

**Salary:** \$44,000 - \$54,000

## DESCRIPTION

This position is responsible for supporting the partnership preservation, growth and development of client-centric initiatives in collaboration with the Director. Additionally, this position is accountable for executing the recruitment, training and coaching of qualified and eligible undergraduate college students for the Leadership Development Academy (LDA); inclusive of the Financial Services Institute (FSI) Program in addition to any related student strategy initiatives, i.e., programs. This position involves developing strategic relationships with targeted college campuses and key campus contacts, including but not limited to career services, department heads and student clubs, associations and organizations within identified key markets. Additional responsibilities include collaborating with Director on experienced hiring opportunities identifying and qualifying eligible candidates. To apply, send your resume and optional cover letter to [jgolden@INROADS.org](mailto:jgolden@INROADS.org).

## KEY RESPONSIBILITIES

- Provide partnership support to Director, including executing, implementing and facilitating client-centric initiatives to produce desired results/metrics.
- Work with Director to develop strategic recruitment plan to recruit College Sophomores with a 3.2+ Cumulative GPA or higher for the Leadership Development Academy (LDA) and the Financial Services Institute (FSI) Program.
- Report recruitment activities and results to Director, FSI and Business Development Operations.
- Develop direct relationships with targeted colleges and universities, groups, clubs, associations and student organizations.
- Facilitate recruitment activities, including but not limited to information sessions, orientations aligned with student strategy recruitment initiatives.
- Develop and implement sourcing strategies, including social media recruiting, referral generation, advertisement placement, posting opportunities, direct calling, networking to develop a qualified pool of candidates.
- Participate in regular client update meetings to ensure consistency/alignment in outlined milestones, talent needs and various programs/activities engagement.
- Support program design, development and implementation as directed.
- Maintain candidate data within CRM of institutional and community contacts.
- Maintaining database of internships and lateral/experienced hiring opportunities.
- Posting, identifying and sourcing eligible candidates for lateral/experienced hiring opportunities as directed.
- Other duties as assigned by the Director, FSI and Business Development, including but not limited to project management, candidate training, mentoring and internship/career coaching, tracking and sourcing.

## **QUALIFICATIONS**

- Bachelor's Degree.
- Proven working experience in project management.
- 3+ years of direct college campus recruiting.
- 3+ years of full-cycle recruiting experience.
- Learning and Development Program design experience.
- Working knowledge of Microsoft Office Suite (high Excel proficiency preferred).
- Excellent interpersonal, verbal and written communication skills.
- Strong relationship management track record.
- Strategic knowledge of Social Media advertising skills (LinkedIn, Twitter, Instagram, Facebook).

## **COMPETENCIES DESIRED**

- Ability to operate effectively and produce results within a fast-paced, time-sensitive, results-driven environment.
- High competency and/or the ability to adapt and build/deepen knowledge of financial services industry, roles, offered services, skillsets needed to support attracting eligible candidates.
- Proven track record of targeted short-term recruiting results.
- Demonstrate analytical, problem-solving, organizational, interpersonal and effective communication/presentation/facilitation skills.

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