



## **ANNOUNCEMENT OF VACANCY**

**POSITION:** Recruitment Database Manager

**POSITION SUMMARY:** Administer the proper functioning of the database, process daily application responder files, process all web and paper applications, generate reports/queries, run daily data checks to ensure data integrity, and process files for acceptance or denial. Provide supervision for support staff. Other duties as assigned by director, including but not limited to providing support for absent support staff.

**QUALIFICATIONS:**

**Education:** Bachelor's degree preferred or combination of experience

**Experience:**

- 1) Three years office experience
- 2) Knowledge of **Salesforce**, Microsoft Windows, Microsoft Office proficiency (experience using Excel at an advanced level is required, including pivot tables, experience using Word, including mail merges is required), InfoMaker, SQL databases.

**Special skills:**

1. Organized
2. Flexibility
3. Write and communicate clearly
4. Multi-task
5. Prioritize work load and requests
6. Manage various projects
7. Ability to work independently in a goal oriented environment with deadlines
8. Speed and accuracy to meet deadlines
9. Telephone skills
10. Attention to details
11. Leadership skills

**INQUIRIES:** Application review will begin immediately. EMU reserves the right to fill this position immediately or to extend the search as circumstances may warrant. Send application, resume, and contact information for three references to:

Human Resources  
Eastern Mennonite University  
1200 Park Road  
Harrisonburg, Virginia 22802

jobs@emu.edu  
fax: 540-432-4744

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