



EAGLE RIDGE ACADEMY

Admissions and Talent Acquisition Recruiter

Reports to: Start-up Director

Calendar Duty Days: 230

Salary: \$65,000 – \$80,000

Classification: Exempt per FLSA

Location: Minnetonka, MN

Position Summary

The Admissions and Talent Acquisition Recruiter advances Eagle Ridge Academy's mission to provide a Classical, liberal arts education that cultivates wisdom and virtue in students. This position leads the Academy's efforts to attract and retain both students and staff who are deeply aligned with the school's philosophy, values, and culture of excellence. The Recruiter designs, manages, and executes comprehensive recruitment and marketing strategies to achieve full student enrollment and to ensure the hiring of exceptional educators and staff. This position oversees all aspects of student outreach and staff recruitment—from community engagement and job fairs to candidate screening, licensure, and handoff to hiring managers.

Essential Duties and Responsibilities

Student Recruitment

- Develop and implement an annual student recruitment plan aligned with enrollment goals and the Academy's classical mission.
- Represent Eagle Ridge Academy at student fairs, community events, and parent information sessions.
- Build strong partnerships with community organizations, preschools, and classical education networks to promote awareness and interest.
- Oversee all student recruitment communications, including digital, print, and social media campaigns.
- Plan and execute open houses, school tours, and enrollment events that showcase the Academy's classical approach and culture.
- Manage the inquiry and application process in coordination with admissions and administrative staff.
- Track and analyze enrollment data to inform ongoing strategy.

Staff Recruitment

- Lead the recruitment of mission-aligned teachers and staff committed to classical education.
- Represent Eagle Ridge Academy at university career centers, job fairs, and professional conferences.
- Develop job postings, manage applicant tracking, and coordinate communication with candidates.
- Oversee all aspects of the hiring process, including candidate outreach, screening, interviews, reference checks, and licensure verification.
- Collaborate with human resources to ensure compliance with state and charter hiring regulations.
- Facilitate smooth transition and handoff of fully qualified candidates to hiring managers and principals.

Marketing and Communications

- Collaborate with Communications and Development staff to ensure consistent, mission-driven messaging in all recruitment materials.
- Lead and evaluate marketing initiatives to promote student enrollment and staff recruitment across multiple channels.
- Maintain a strong, positive public image of Eagle Ridge Academy through community engagement and outreach.

Data and Reporting

- Maintain accurate records of prospective families and applicants in designated systems.
- Track recruitment metrics and prepare regular reports for Academy leadership.
- Use data to evaluate effectiveness and improve recruitment and marketing strategies.

Qualifications

- Bachelor's degree required; master's degree preferred.
- Minimum of 3–5 years of experience in recruitment, admissions, marketing, or human resources, preferably in an educational setting.
- Knowledge and understanding of Classical education strongly preferred.
- Excellent written, verbal, and interpersonal communication skills.
- Demonstrated success in project management, event coordination, and marketing campaigns.
- Proficiency in CRM, HRIS, and related digital tools.
- Willingness to travel and occasionally work evenings or weekends for recruitment events.

Personal Attributes

- Passionate advocate for the mission and values of Eagle Ridge Academy.
- Strategic, organized, and proactive leader with strong follow-through.
- Positive and professional ambassador for the Academy in all interactions.
- Committed to integrity, excellence, and fostering community partnerships.
- Collaborative team member who models wisdom, virtue, and leadership.

About Eagle Ridge Academy

Eagle Ridge Academy is a public charter school offering a Classical liberal arts education grounded in the pursuit of truth, beauty, and goodness. Our mission is to provide a high-quality education that fosters an appreciation for the pursuit of wisdom and virtue, preparing students to live thoughtful and meaningful lives.