

EXECUTIVE RECRUITING COORDINATOR – SPORTS PRACTICE

Parker Executive Search is looking for an Executive Recruiting Coordinator to join its Sports practice. Working with the Vice President of our Sports practice, Principals, and Associates, the Executive Recruiting Coordinator will have a chance to assist with executive searches for senior leaders of colleges and universities, including searches for presidents, provosts, vice presidents, deans, directors, and chairs of departments.

Position Overview

- Conduct comprehensive research on clients and target institutions
- Develop thorough and targeted search strategies
- Conduct candidate research and identification
- Assist in candidate sourcing and name generation
- Initiate background screening and provide data management
- Successfully assist with the management and execution of searches utilizing the firm's proven search process
- Effectively communicate with clients, candidates, and internal team members
- Successfully complete assignments on schedule

Requirements

The successful candidate will have strong interpersonal and leadership skills and be results oriented. This person must be a self-starter who requires little direction and possesses strong communication and organizational skills. A Bachelor's degree is required, master's degree preferred.

Some travel is required ~ 10%. Associates work in a fast-paced, results-oriented environment and are required to be forward thinking and entrepreneurial.

Opportunity

This is an excellent opportunity to make a significant contribution to the continued success of this company. We offer a competitive compensation package, commensurate with experience, background and performance.

About Parker Executive Search

Parker Executive Search is a leading global executive search firm. It has a national and international client base including leading colleges and universities, top intercollegiate and professional sports programs, Fortune 1000 corporations, nationally recognized academic health science centers and hospitals/health systems. Parker Executive Search has conducted more than 2,000 senior-level searches during the past 30 years. For more information, visit

www.parkersearch.com.

For confidential consideration please submit a resume and brief letter of interest to:

Daniel Parker
Vice President
danielparker@parkersearch.com

The budgeted salary range for this position is \$65,000+ bonuses.

