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# JAMAL "JAY" ARRINGTON

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## Summary

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Recruiter, innovator, leader– with 15 years in recruitment and management experience, focused on building diverse communities and being a resource for prospects, organizations, students, universities, and job seekers in their developmental and decision making process. Strength in relationship building, coaching, and creating a sense of community for each prospect in the talent pipeline.

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## Skills

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- Project and Program management
  - Talent Acquisition
  - Recruitment, sourcing and hiring
  - Experience with ATS and CRM systems
  - Coaching & Advising
  - Relationship building
  - Communication
  - Working collaboratively
  - Leadership
  - Marketing
  - Team management
  - Issue and conflict resolution
  - Decision-making
  - Planning and coordination
  - Cultural competency
  - Career advising
  - Crisis intervention strategies
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## Experience

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**Director of Recruitment** **08/2022 to Current**  
**North Carolina State University Raleigh NC** **Raleigh, NC**

- Boosted recruitment 51% in 3 years
- Reduced attrition and increased retention by 12%
- Shaped strategic relationships with Partners and key stakeholders, ensuring alignment between business objectives and talent strategies
- Orchestrated overhaul of the recruitment process and how to engage with applicants
- Accelerated response time to prospects
- Supervised and coached Recruitment Committee and Student Services Coordinator
- Maintaining 2.4M budget and organizational investments in sourcing and talent acquisition

**Associate Director of Admissions & Recruitment** **04/2019 to Current**  
**North Carolina State University Raleigh NC** **Raleigh, NC**

- Increased diverse population by 24%
- Surpassed recruitment goal for new program within the first year
- Implemented and executed strategic new enrollment marketing and recruitment plan
- Led all recruitment initiatives by following, setting and sharing recruiting best practices
- Analyze, identify, and report on trends based on recruitment data to develop creative, customized sourcing strategies while effectively evaluating pipelines.
- Created, designed, and implemented recruiting programs including understanding and mapping the talent landscape, referrals, and matching those data points with the external talent supply

**Asst. Director of Marketing and Prospect Manager** **06/2017 to 04/2019**  
**University of North Carolina at Chapel Hill** **Chapel Hill, NC**

- Built LinkedIn Showcase Page content and increased followers by 5500+
- Recruited over 1000 new prospective students within 2 years
- Established and managed recruitment process, sourcing as prospective candidates each year to fill recruitment objectives.
- Designed social media marketing strategies to help brand the company and increase sales.
- Conducted thorough market research to obtain detailed understanding of consumer needs and trends.
- Tracked, analyzed, and reported on marketing program results.

**Senior Recruitment/Admissions Coordinator** **12/2011 to 06/2017**  
**ECPI University/ ITT Technical Institute** **Raleigh, NC**

- Increased student population by 26% year over year
- Improved university retention by 18% by follow up initiatives

- Recruited, interviewed, reviewed 1000+ applications and resumes and identifying reputable candidates.
- Cultivated and deepened productive relationships with recruitment partners.
- Managed full-cycle recruiting, including sourcing, interviewing, offering opportunities, and working through.

**Director of Operations & Recruitment /Parent Liaison  
Imagine Madison School of the Arts (Kids Unlimited**

**06/2008 to 12/2011  
Toledo, OH**

- Spearheaded training to reduce knowledge gaps and enhance performance.
- Provided training and counsel related to recruitment and talent development process
- Assessed reports and adjusted workflows to realign with targets.
- Sourced, coached, and retained high-performance team members, enabling elevation of responsibility, span of control and performance.
- Developed and actualized strategies to generate new revenues, drive productivity, efficiency, quality, service and cost-effective resource management.

**Education and Training**

**Master of Arts: Human Services**

Liberty University

Lynchburg, VA

**Bachelor of Science: Psychology**

University of Toledo

Toledo, OH

**Bachelor of Science: Counseling**

University of Toledo

Toledo, OH

**Websites, Portfolios, Profiles**

- <https://www.jaymichaelarrington.com/>
- <https://www.linkedin.com/in/jayarrington/>

**Certifications**

- Certified Professional Coach
- Coaching and Developing Employees
- Human-Centered Leadership
- Leading with Emotional Intelligence
- Talent Management
- Uncovering Unconscious Bias in Recruiting and Interviewing
- Recruiting Talent with Social Media
- Data Analytics Executive Program

**Awards**

- Dean's Advising Award
- Chancellor's Circle for Exceptional Community Leader
- Tier 1 Recruiter
- Rated #1 in Student Satisfaction
- Coach/ Mentor of the Year