

EXECUTIVE RECRUITMENT FOR STUDENT AFFAIRS & HEALTH AND COUNSELING SERVICES: [Linking Resources](#)

Keeling & Associates, Inc. (K&A) has the expertise, contacts, experience, and resources to help you find the most qualified candidates for key positions – especially in academic administration, student academic services, and student affairs – including key roles in health, counseling, and prevention services.

With over 20 years' experience in higher education, we know where the people you're looking for are. In addition to our database of qualified candidates and our extensive personal and professional networks, we use the latest recruiting tactics to locate, attract, and screen candidates of the highest caliber. We can find the 'hidden candidates' that possess the education, experience, and skills you've been seeking – and we have the connections to identify candidates who are not yet actively searching for new positions.

The K&A Advantage >>

The K&A recruitment service is comprised of three essential, systematic components:

I. Position Analysis and Description

K&A believes that recruitment is more than just selecting a candidate. Recruiting a new staff member – especially in a senior or leadership role – provides a rare opportunity to reassess the position; you can reconsider its objectives, responsibilities, and potential, within the larger framework of your office, mission, and institutional goals. During the first stage of our service, K&A will assist you in more clearly defining the roles, responsibilities, relationships, and accountability of the position – and, then, in developing a clear, accurate position description. K&A helps you establish a strategic recruiting plan focused on finding candidates who will meet those objectives successfully.

II. Recruiting Strategy

Working closely with you and your university's human resources staff, K&A will design a recruiting strategy: how to publicize the position, where and when to advertise, what listservs to use, what review and interview processes will be

utilized, and how decisions will be made. We then provide technical assistance in drafting and placing advertisements and announcements. Most important of all, we activate our networks of contacts and candidates to find applicants who meet your needs and match your requirements.

III. Selection

K&A will work closely with your search or hiring committee to strengthen and support their work. Using well-established and proven recruiting, screening, and interviewing methods, K&A will unburden you of many of these processes – thereby reducing your costs and eliminating hassles. K&A will do reference and background checks, review candidates' submitted materials, and conduct initial telephone interviews. Meanwhile, your search committee stays in control: K&A makes sure you know and approve every step of the process.

As consultants, we can bring standardization and consistency to hiring processes that can otherwise become idiosyncratic and unpredictable, and our experience in screening candidates will reduce the chance of your missing important facts in the recruiting process. At the same time, we provide a critical distance between your staff and the applicants during the recruiting process to help you preserve objectivity and avoid wasted time and effort.

In most cases, K&A actively participates in interviewing finalists and provides support and technical assistance as your committee formulates its recommendations.

For More Information >>

To learn more about K&A and our executive recruitment services, please visit www.keelingassociates.com or call us at **212.229.4750**.

Related Resources:

- **Information Sheets from Keeling & Associates:**
 - Health & Counseling Center Assessments & Strategies: [Linked to Health & Learning](#)
 - Stress On Campus: [Understanding Sources, Intensity, & Consequences – Responding Effectively](#)