

MEMO

To: Tom Hoffacker, Human Resources
Sabrina Dial, Office of Equal Opportunity
From: Josh Jacobs, President's Office 
Re: Hiring process exemption - Tyson Manering
Date: November 18, 2011

I am requesting an exemption from the search and hiring process to place Mr. Tyson Manering in the Institute of International Studies as an International Recruiter. A job description and Mr. Manering's resume are attached.


Randy J. Dunn
President

CC: Luis Canales, IIS

**Exempt Employee
Position Description**

Job Title: International Student Recruiter
Department Number: 10-213650
Position Number: XXXXXX
Department Name: Institute for International Studies
Reports to: Associate Director for International Student Recruitment
Date: November 18, 2011

Description of Position:

This position reports to the Associate Director for International Student Recruitment and is responsible for advising and counseling prospective international students for admission to Murray State University (MSU)'s undergraduate and graduate degree programs. The position also requires advising and counseling individuals for admission to MSU special educational programs (e.g., English as a Second Language Program). This is a full-time, 12-month appointment position with extensive international travel and occasional evenings, weekends and extended work hours.

Required Qualifications:

Education – Bachelor's degree in international education, communications (public relations), or related field.

Knowledge –Excellent communication skills in English (both written and oral); professional working proficiency in Arabic, as defined by the Interagency Language Roundtable Scale (ILRS); strong computer proficiency in Microsoft Office, desktop publishing, and web-based social media tools; demonstrated organizational skills and attention to detail; ability to efficiently work on multiple tasks and deadlines, exercise sound independent judgment, and work successfully with the IIS team and MSU faculty.

Experience –One year of experience teaching, studying, and/or performing other educational work outside the United States; demonstrated experience communicating effectively with people from different cultural and linguistic backgrounds; demonstrated experience developing and maintaining networks with international educational institutions.

Preferred Qualifications:

Limited working proficiency in Spanish and/or an Asian language, as defined by the ILRS; computer proficiency in SunGard Banner System and Hobson's Customer Relations Management (CRM) software. Solid knowledge of foreign educational systems.

Responsibilities/Duties:

- Assist the Associate Director in the development and implementation of international student recruitment and marketing plans for both degree and ESL programs
- Travel to strategically identified countries or world regions to recruit prospective students and build and maintain professional relationships with in-country educational advisors and other university or government officials;
- Meet (in person or via web) with prospective international students, parents, school counselors, and university officials to promote MSU academic programs and services;
- Assist international students and overseas advisors in the preparation of applications and coordinate submission of applications with the University international admissions office;
- Use web-based social media technology (e.g., blogs, Facebook, YouTube, etc.) to communicate effectively with prospective students, recruiting agencies, and advisement centers regarding Murray State academic programs and services (e.g., housing, meal plans, scholarships, etc.);
- Recommend the development of agreements with agents and advisement centers and services located in targeted countries;
- Develop and maintain relationships with U.S. high schools, community colleges, agencies, and other institutions who influence college application decisions;
- Assist the Associate Director in the coordination of international visits for MSU officials who will travel for recruitment and partnership development purposes;
- Help coordinate with the office of international admissions and other relevant academic and administrative units to recruit and promote Murray State;
- Assist in the development of special non-degree programs (e.g., training programs);
- Represent Murray State at international student recruitment fairs and other promotional events and services;
- Assist the Associate Director in the development of international student recruitment reports;
- Other duties as assigned.

Tyson A. Manering

Address:

Phone:

Nationality:
Date of Birth:
Email:
Website:



Personal Profile

I graduated with a bachelor's degree in Business Administration from Lynn University. I have gained valuable skills through work experiences and travelling to four continents and over 50 countries. I am punctual, productive, and enthusiastic about working as a member of a team. I resided in Syria from 2009 until 2011 while teaching English and learning Arabic.

Education

- | | | |
|-----------|---|-----------------|
| 2003-2007 | Lynn University, Bachelor of Science | Boca Raton, USA |
| | <ul style="list-style-type: none">• Business Administration Degree• 3.4 Overall grade point average• Presidential Honor Roll and Dean's Scholarship | |
| 1999-2003 | Carbondale Community High School | Carbondale, USA |
| | <ul style="list-style-type: none">• 3.3 Overall grade point average• High Honor Society Member 2003• Golf Team Captain 1999-2003 | |

Work Experience

- | | | |
|-----------|---|-------------------|
| 2008-2010 | Mazagiat Institute for Languages | Aleppo, Syria |
| | English Teacher | |
| | <ul style="list-style-type: none">• Taught and supervised Syrian students of various ages• Organized interactive activities to best help students• Prepared students for international English tests - TOEFL• Promoted new student registration through advertising and open-house events. | |
| 2007 | Volunteer for Peace Work Camp | Kaunas, Lithuania |
| | Service Volunteer | |
| | <ul style="list-style-type: none">• International work environment• Worked together with volunteers from many nations• Enhanced teamwork abilities and interpersonal skills | |

- 2006-2007 **St. Andrew's Country Club** Boca Raton, USA
Outside Operations Assistant
- Performed customer service, event planning and preparation
 - Helped during guest check-in and scheduling for members
 - Worked for the director and professional managers
- 2000-2003 **Murdale True Value Hardware Store** Carbondale, USA
Office Assistant/ Clerical
- Assisted the owner with accounts receivable
 - Handled customer service phone calls
 - Organized customer invoices and monthly statements
 - Gained organization and communication skills

Skills

Customer Service Experience
Fluency in Arabic – Speaking, Writing, and Reading
Pilot's License – 300 hours Single Engine, Instrument Rating
Fast to adapt to new environments and cultures
Teamwork and organizing
Excellent computer and typing skills

Interests and Activities

I enjoy travelling and meeting new people from around the world. I recently completed a six month bicycle tour from Europe to the Middle East. I am always excited to build new relationships and learn about different cultures.

References

Mr. Jamal Jawhar
[REDACTED]

Mr. Kevin Carter
[REDACTED]

Mrs. Diane Sheffer
[REDACTED]

INTERNATIONAL STUDENT RECRUITER (Exception)

Posting Details

Position Information

Posting Number	20110264EX
Job Title	INTERNATIONAL STUDENT RECRUITER (Exception)
Position Number	997972
FTE	1.0
Type of Employment	Regular Full-Time
If Part Time, Enter Hours Per Week	
Work Location	Murray
Employment Term	12 Months
FLSA	Exempt
Minimum Salary	
Maximum Salary	
Position Type	Staff - Exempt(Monthly)

Department Information

Department	Institute for International Studies
Department Users with Access	Martha Smith
Contact(s)	Luis Canales
Contact Phone/Extension	
Contact Email	
Contact Fax	

Posting Text

Summary of Job Duties and Responsibilities

This position reports to the Associate Director for International Student Recruitment and is responsible for advising and counseling prospective international students for admission to Murray State University (MSU)'s undergraduate and graduate degree programs. The position also requires advising and counseling individuals for admission to MSU special educational programs (e.g., English as a Second Language Program). This is a full-time, 12-month appointment position with extensive international travel and occasional evenings, weekends and extended work hours.

Minimum Education Requirements

Bachelor's degree in international education, communications (public relations), or related field.

One year of experience teaching, studying, and/or performing other educational work outside the United States; demonstrated

Minimum Experience and Skill Requirements

experience communicating effectively with people from different cultural and linguistic backgrounds; demonstrated experience developing and maintaining networks with international educational institutions. Excellent communication skills in English (both written and oral); professional working proficiency in Arabic, as defined by the Interagency Language Roundtable Scale (ILRS); strong computer proficiency in Microsoft Office, desktop publishing, and web-based social media tools; demonstrated organizational skills and attention to detail; ability to efficiently work on multiple tasks and deadlines, exercise sound independent judgment, and work successfully with the IIS team and MSU faculty.

Preferred Education and/or Experience Qualifications

Limited working proficiency in Spanish and/or an Asian language, as defined by the ILRS; computer proficiency in SunGard Banner System and Hobson's Customer Relations Management (CRM) software. Solid knowledge of foreign educational systems.

Work Hours

Physical Demands

Posting Date 11/30/2011

Closing Date 12/15/2011

Open Until Filled No

Special Instructions to Applicants

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

If you plan to advertise externally, indicate the advertising sources

Please list any other advertising sources

Quick Link <http://www.murraystatejobs.com/postings/1292>

Budget

Source of Funds

COA

Fund

Organization

Account

Program

Cost or Percent

Other Budget Information

Budgeted Amount

Incumbent NEW POSITION

Incumbent's Last Day of Work

Last Day of Paid Employment

Reason for Position Vacancy NEW POSITION

Comments

Comments

Supervisor/Manager Comments

President's Comments JJ 12/2/11 – Department and Budget office will workout the funding source and position number.

VP's Comments Recommend approval to place Tyson Manering in this new position. This is an exception to the hiring procedures. MA 12/1/11

Dean/Director's Comments Approved 11/22/11

Equal Opportunity's Comments Approved 12/1/11

Admin User's Comments

Human Resources Comments Dept, please provide budget information, IIS is requesting an exception hire for Tyson Manering for this new position. Tyson meets the qualifications for the position and his resume is on file in HR for any approval parties review, EH 11/18/2011

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o Public Job Posting
 - o Internal Job Posting
 - o Agency Referral
 - o Advertisement/Publication
 - o Personal Referral
 - o Web site
 - o Other

Applicant Documents

Required Documents

None

Optional Documents

1. Resume
2. Cover Letter

Guest User

Guest User Credentials

- Username: [REDACTED]
- Password: [REDACTED]

Email Addresses of Guest User Recipients

None Entered.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Search Committee Rankings

Internal Documents

No documents have been attached.

Date/Time Stamp
on back of form.

Murray State University
Human Resources Office
Notice of Personnel Action

Form must be
typed.

1) Current Date 12/02/2011		2) Revised PA? Yes <input checked="" type="checkbox"/> No		3) Date of Birth (MM/DD/YYYY) [REDACTED]		4) Fiscal Year 20 11 - 20 12		5) MSUI ID # [REDACTED]			
6) Employee Legal Name Last Name Manering		First Name Tyson		Middle A		7) Telephone # [REDACTED]					
8) Permanent Address [REDACTED] (Street) [REDACTED] (City) [REDACTED] (State) [REDACTED] (Zip)								9) Highest Degree BA			
10) Marital Status (new empl only) Check One Single Married Divorced Separated Widow(ed)		11) Ethnicity (new employees only) Please check all that apply: <input checked="" type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan		12) U.S. Citizen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13) Gender <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		14) Grant Approval		15) Budget Approval	
17) FOAPAL Information Department or Grant Name <u>IIS/ESL</u> Position Title <u>International Student Recruiter</u>								16) Timesheet/Leave (Primary) Organization Luis Canales W00189			
18) Employee Category <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff								19) Phone Dept. Phone No. 2263			
20) Source of Funds											
Position Number	FTE	COA	Fund	Organization	Account	Program	Cost or Percent				
997972	1	1	100001	100730	611001	1080		100	%		
									%		
									%		
21) Type of Action Check One if Appropriate <input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Re-appointment <input type="checkbox"/> Transfer from _____ <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Special Project <input type="checkbox"/> Name change from _____ <input type="checkbox"/> Title change from _____			22) Type of Employment Check One <input checked="" type="checkbox"/> Regular Full-Time <input type="checkbox"/> Temporary Full-Time <input type="checkbox"/> Regular Part-Time* <input type="checkbox"/> Temporary Part-Time* *Hours Per Week _____			23) Employment Term Check One <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> Academic Year <input type="checkbox"/> Month <input type="checkbox"/> Summer <input type="checkbox"/> Other (Explain on Line 33 Below)		24) Separation of Employment Check One if Appropriate (Give reason under remarks) <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Discharge <input type="checkbox"/> Quit without Notice <input type="checkbox"/> Termination of Contract <input type="checkbox"/> Termination of Temp Emp <input type="checkbox"/> Deceased <input type="checkbox"/> Termination of Grant <input type="checkbox"/> Reduction in Force			
26) Retiree Information KERS Retiree Y <input type="checkbox"/> N <input type="checkbox"/> KTRS Retiree Y <input type="checkbox"/> N <input type="checkbox"/>		27) Leave of Absence With Pay Through _____ Without Pay After _____			28) Estimated Length of Leave From _____ To _____						
29) Work Location <input checked="" type="checkbox"/> Murray <input type="checkbox"/> Ballard <input type="checkbox"/> Henderson <input type="checkbox"/> Hopkinsville <input type="checkbox"/> Madisonville <input type="checkbox"/> Paducah Other _____			30) Salary or Wage Present: Hourly _____ Annual _____ Other _____ New: Hourly _____ Annual 33,000 Other _____			31) Payment Frequency <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> One Payment		32) Effective Dates First Day of Work <u>12/05/2011</u> Last Day of Work _____ Last Paid Day of Emp _____ Accrued Vac _____ Sick _____			
33) Remarks and/or Justification: Being hired to fill new exempt position											
34) Signatures Required for Employment											
1) Department Chair or Supervisor <i>[Signature]</i> Date <u>12/2/2011</u>			4) Budget <i>[Signature]</i> Date <u>12/02/11</u>			2) Dean or Director <i>[Signature]</i> Date <u>12-2-2011</u>			5) Director of Human Resources <i>[Signature]</i> Date <u>12/2/11</u>		
3) Vice President <i>[Signature]</i> Date <u>12/2/11</u>			6) President <i>[Signature]</i> Date <u>12/2/11</u>								
FOR OFFICE USE ONLY					KERS Eligible _____ KTRS Eligible <input checked="" type="checkbox"/> Ret Eff <u>12/5/11</u> Ins Eff <u>2/1/11</u>						
Position is exempt from FLSA? Yes <input checked="" type="checkbox"/> No _____					1-9 on file <input checked="" type="checkbox"/>						

12/5/11 KR

Staff Application for INTERNATIONAL STUDENT RECRUITER (Exception)

Posting number: 20110264EX

Submitted December 04, 2011 at 07:37 pm (confirmation number: CN000023295)

Personal Information

Contact Information

First Name Tyson

Middle Name

Last Name Manerling

Address Line 1 [REDACTED]

Address Line 2

City [REDACTED]

State [REDACTED]

Zip Code [REDACTED]

Secondary Phone [REDACTED]

Primary Phone [REDACTED]

Work Phone

Email [REDACTED]

Affiliate Employee End Date

Lookup State

Employment Information

Are you 18 years of age or older? Yes

Are you presently legally authorized to work in the United States? Yes

Are you a US citizen and can you submit verification of your legal rights to work in the United States upon employment? Yes

If you are not a US citizen, will you require sponsorship for employment? N/A

Have you ever worked for Murray State University? No

If yes, indicate dates of employment and departments:

I currently or have worked for an affiliate organization. No

Indicate the organization, title and department you worked for.

Do you have any relatives working at this organization? No

Please indicate your relationship, title and department of the current employee.

Confirmation Number CN000023295

Typing Results

Accuracy %

Net WPM

Date

Criminal History

Have you ever been convicted of a crime other than a minor traffic violation? No

If yes, please describe the dates, nature, and circumstances of the crime

Voluntary Demographic Information

Voluntary Demographic Data

Gender [Redacted]
Are you Hispanic or Latino? [Redacted]
Optional Race Category [Redacted]

Veteran's Preference

Are you a veteran? No
Are you a disabled veteran? No
Are you a Vietnam Era veteran? No
Are you a Desert Storm veteran? No
Are you an Operation Iraqi Freedom veteran? No

Documents Needed To Apply

- Cover Letter (PDF | 31.2 KB)
Resume (PDF | 955 KB)

Supplemental Questions

1. * How did you hear about this employment opportunity?
Public Job Posting

- Internal Job Posting
 Agency Referral
 Advertisement/Publication
 Personal Referral
 Web site
 Other
 No Answer

Education and Experience

Education Information

School Lynn University
City Boca Raton
State FL
Major Business Administration
I have graduated Yes
Highest Degree Earned Bachelor's
Credit Hours Complete

Work History Information

Employer Murdale True Value
City Carbondale
State IL
Begin Date 12/01/2000
End Date 05/01/2003
Job Title Office Assistant/ Clerical
Work Performed Assisted the owner with accounts receivable
 Handled customer service phone calls
 Organized customer invoices and monthly statements
 Gained organization and communication skills

Ending Pay

Supervisor Name

Supervisor Title

Supervisor Phone

Reason For Leaving

You may contact this employer. No

Employer St. Andrews Country Club.

City

State FL

Begin Date 03/01/2006

End Date 08/01/2007

Job Title Outside Operations Assistant

Work Performed Performed customer service, event planning and preparation
 Helped during guest check-in and scheduling for members
 Worked for the director and professional managers

Ending Pay
 Supervisor Name
 Supervisor Title
 Supervisor Phone
 Reason For Leaving
 You may contact this employer. No
 Employer Mazagiat Institute for Languages
 City Aleppo, Syria
 State
 Begin Date 01/01/2008
 End Date 12/01/2010
 Job Title ESL Teacher

Work Performed
 Taught and supervised Syrian students of various ages
 Prepared Interactive activities to best help students
 Prepared students for International English tests -- TOEFL
 Encouraged students to learn by being personable and caring

Ending Pay
 Supervisor Name
 Supervisor Title
 Supervisor Phone
 Reason For Leaving
 You may contact this employer. No

References

Reference Contact Information

Reference Name Dan Parker
 Relationship [REDACTED]
 Primary Phone [REDACTED]
 Email

Reference Name Ron Darnell
 Relationship [REDACTED]
 Primary Phone [REDACTED]
 Email

Reference Name Jamal Jawhar
 Relationship [REDACTED]
 Primary Phone [REDACTED]
 Email

Certification

By signing this document, I hereby authorize Murray State University (MSU) or its agent to search police records for convictions and hereby release results of any State and National Criminal History Background Check to MSU for review by MSU employees (as deemed appropriate by MSU) in determining employment by or conditions of employment with MSU. Also, I understand that any false statements made on this application will be sufficient cause for my dismissal. FOR THIS TYPE OF EMPLOYMENT, STATE REQUIRES A STATE AND NATIONAL CRIMINAL HISTORY BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.

I certify that all information provided is true and complete.

Please enter your initials here to indicate your acceptance of the terms above.

Tyson Manering

Dear Hiring Manager,

I am excited to work as an International Student Recruiter at Murray State University. I believe that I am uniquely qualified for this position because of my international work experience, proficiency in Arabic, participation in student exchange programs, and customer service skills.

As an ESL Teacher in Syria, I interacted with college and high students on a daily basis. Besides teaching at the institute, I promoted the English program and presented to university classes to inform prospective students of the language courses available at the institute.

My study abroad experience at a university in Ireland allowed me to form relationships with international students and understand first-hand what it's like to attend a school in a foreign country. I have been fortunate to live with a Syrian family while learning Arabic and to host high school exchange students at my family's house in the US. I am an active member of the couchsurfing.com project which seeks to improve understanding in the world by allowing travelers to connect with potential host families. Through the organization, I have been hosted and have served as host with numerous participants from approximately 20 different countries.

I have excellent command of social media networks that can be harnessed for marketing. This, combined with my proficiency in Arabic, understanding of diverse cultures, and personable demeanor, makes me ideally suited to recruit students and accommodate them throughout their college years.

Thanks for your consideration.

Tyson Manering

Tyson A. Manering

Address:

Phone:

Nationality:

Date of Birth:

Email:

Website:



Personal Profile

I graduated with a bachelor's degree in Business Administration from Lynn University. I have gained valuable skills through work experiences and travelling to four continents and over 50 countries. I am punctual, productive, and enthusiastic about working as a member of a team. I resided in Syria from 2009 until 2011 while teaching English and learning Arabic.

Education

- | | | |
|-----------|---|-----------------|
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| | <ul style="list-style-type: none">• Business Administration Degree• 3.4 Overall grade point average• Presidential Honor Roll and Dean's Scholarship | |
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Work Experience

- | | | |
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| | English Teacher | |
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| | Service Volunteer | |
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2006-2007 **St. Andrew's Country Club** Boca Raton, USA
Outside Operations Assistant

- Performed customer service, event planning and preparation
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2000-2003 **Murdale True Value Hardware Store** Carbondale, USA
Office Assistant/ Clerical

- Assisted the owner with accounts receivable
- Handled customer service phone calls
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Skills

Customer Service Experience
Fluency in Arabic – Speaking, Writing, and Reading
Pilot's License – 300 hours Single Engine, Instrument Rating
Fast to adapt to new environments and cultures
Teamwork and organizing
Excellent computer and typing skills

Interests and Activities

I enjoy travelling and meeting new people from around the world. I recently completed a six month bicycle tour from Europe to the Middle East. I am always excited to build new relationships and learn about different cultures.

References

Mr. Jamal Jawhar

[Redacted contact information for Mr. Jamal Jawhar]

Mr. Kevin Carter

[Redacted contact information for Mr. Kevin Carter]

Mrs. Diane Sheffer

[Redacted contact information for Mrs. Diane Sheffer]