

JOB TITLE: Recruiter
DEPARTMENT: Admissions & Records

CODE: 410X00
EEO: Professional/Administrative
FLSA Status: Exempt

Nature of Work

This position is responsible for marketing, admission counseling, and document processing with a focus on helping prospective students through the application process and admission process. The Recruiter will participate in general functions of the Admissions and Records Office and will assist with recruitment activities and events. The Recruiter will also assist with speaking engagements and the preparation of semester enrollment reports required by the Board of Regents.

Work entails providing current, reliable information about admission requirements, forms, and procedures for admission using academic policies and regulations in advising current applicants; setting up and monitoring all in-coming student files for required documentation prior to being checked by the Director of Admissions/Records; and the setting up and maintaining of filing and records management procedures for student permanent records and files.

Illustrative Examples of Duties and Responsibilities

- Perform Recruitment Activities
- Develop Marketing Plans
- Process Banner populations and FTP processes to generate admissions correspondence.
- Assist with the preparation of semester enrollment reports.
- Process application check lists to ensure accuracy and up-to-date information regarding documents received.
- Process weekly acknowledgement, checklist, and acceptance letters for all new applicants.
- Submit completed applicant files to the Director of Admissions and Recruitment for final admission decision.
- Process applicant test scores and update requirements based on scores received.
- Edit and finalize enrolled applicant folders.
- Assist with telephones and walk-in applicant requests in the Admissions Reception area as needed.
- Act as primary resource to off campus centers regarding application processing.
- Assist with the extraction of selected information from the Recruiting module in Banner.
- Perform telemarketing of prospective students.
- Perform other duties as assigned by the Director of Admissions and Recruitment.

Desirable Knowledge, Abilities, and Skills

Ability to work effectively with prospective students, counselors, faculty and student services staff. Must possess strong professional work ethics; ability to function as a team player and to establish and maintain effective working relationships with excellent skills in and written and verbal communication.

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Required Qualifications:

Bachelor's Degree from an accredited College or University.

Desired Qualifications:

Master's degree from an accredited college or university. Two years experience in higher education admissions; an equivalent combination of education and experience may be considered. Experience designing Marketing Tools. Experience using Banner.

This position description may not describe all duties, responsibilities and skills associated with this position. It is intended to portray the major aspects of the job. Other duties or skills may be required.

Signed: _____ Date: _____