

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:18:17 PM
Official Title:	Student Recruiter Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	353807
Job Family:	Admissions/Records

JOB SUMMARY

The Student Recruiter supports the enrollment efforts of an institution or department by providing admissions information to prospective or newly admitted students, creating communication materials, and by representing the institution at onsite locations such as high schools and community colleges.

NATURE OF WORK

The Student Recruiter is responsible for implementing a comprehensive recruitment strategy within a specific territory or specific population of students, as well as for advising students on enrollment requirements, to support the enrollment objectives of the area to which assigned. Additional responsibilities include supervising and directing the work activities of lower-level support staff and student workers assigned to the unit. Job responsibilities require considerable contact with prospective or newly admitted students. Work is performed under immediate supervision, working within guidelines and established objectives. Problems faced in this position are varied and complex, which may require novel and creative approaches to resolution. Decisions have major implications on the management and operations of an area within a department, and may contribute to important strategy, operations, and business decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Communicates with prospective students, parents and community through appointment, telephone, email and other materials. Assists with the development of enrollment marketing publications and communications including letters, brochures, website postings, electronic mail and other mediums.

Presents information about the benefits of an education from the department, college or area being represented at onsite locations and to on-campus visitors.

Supervises and directs the work activities of lower-level support staff and student workers assigned to the area.

Fosters and develops relationships with schools or other areas being recruited from.

Compiles recruitment data and other academic records; audits student data and conducts statistical research to target population for recruitment and judge recruitment effectiveness.

Audits student records and notifies students/potential students of problems with their academic records including transcripts, registration, prerequisites, etc.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Marketing, Communication, Education or other related	X		

field

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
Minimum 6 months	Directly related experience	X	

Licenses and Certifications

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>