

Sul Ross State University
Position Description

Official Title: Coordinator of Recruiting

Salary Group: 12

Job Code: 3702

Summary

Function: Admissions counseling.

Duties

Essential: Responsible for the coordination of activities in recruiting, including serving on several University and departmental committees; assisting with orientations and other Enrollment Management activities; coordinating campus tours; working on ongoing office projects; implementing recruiting strategies; coordinating attendance of high school college fairs; coordinating regular recruiting communication, including acceptance letters, prospect contacts, and web communications; and generating recruiting reports. Responsible for prospective students and applicants for immediate area surrounding Alpine, including extensive recruitment travel and prospect management; admissions and financial assistance review; interviews and informational presentations to prospective students, high schools, and community colleges; one-on-one prospect sessions; and communication with prospects and applicants. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Additional: All employees of the Center for Enrollment Services are cross trained to support Customer Service Specialist in their absence. This includes performing various activities associated with recruiting, admissions, registration, and cashiering.

Supervision

Received: General supervision and instructions from Executive Director of the Center for Enrollment Services.

Given: Supervise other part time and full time recruiting employees.

Education

Required: Bachelor's degree.

Preferred:

Experience

Required: Must have experience operating a personal computer.

Preferred: One year financial aid and/or admission experience; Sul Ross alumni.

Equipment/Skills

Required: Extensive knowledge of admissions and financial aid processes; Strong verbal, written, and organizational skills; public speaking.

Preferred: Bilingual in Spanish.

Working Conditions

Usual: Current driver's license and driving record acceptable to the university must be maintained as a condition of employment. Must have personal transportation. Must be willing to work some evenings and weekends. Extensive overnight travel throughout Texas and New Mexico. Exempt from overtime provisions. Position is security sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: October, 2010