

**Sul Ross State University**  
**Position Description**

**Official Title:** Recruiter - Transfer Specialist

**Salary Group:** 09

**Job Code:** 3704

**Summary**

Function: Admissions and registration counseling; Coordinate and facilitate the delivery of SRSU distance education curricula. Serve as principal recruiting agent for a specific area for SRSU.

Scope: Work with colleagues at SRSU and other institutions, to design, plan, and implement superior academic transfer programs.

**Duties**

Essential: Facilitate the continuation of distance education programs; oversight of the student application process; secure classroom resources and coordinate field trips for class offerings; coordinate student document collection, and tracking with main campus. Recruitment travel and prospect management within assigned regional territories, admissions and financial assistance review, interviews and informational presentations to prospective students, high schools, and community colleges in a specific area; knowledge of programs and organizations at Sul Ross; will work under supervisor's supervision on ongoing office projects such as student volunteer efforts, publications, application coordination or campus visit programs. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Other tasks specific to activity and other duties as assigned. Reports all activity to Coordinator of Recruiting.

**Supervision**

Received: General supervision and instructions from Coordinator of Recruiting.

Given: May supervise other part time and full time employees.

**Education**

Required: Bachelor's degree.

Preferred: Master's degree.

**Experience**

Required: Must have experience operating a personal computer; Sul Ross alumni

Preferred: Demonstrated experience with higher education transfer and policies; some experience with distance education methodologies.

**Equipment/Skills**

Required: 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. Exempt from overtime provisions.

Special: Position is security sensitive.

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

Date Revised: October, 2010