

**Sul Ross State University
Position Description**

Official Title: Coordinator of Admissions for Recruiting

Job Code: 3906

Salary Group: 13 RC Non-Exempt

Summary

Sul Ross State University seeks a dynamic, energetic, and inspirational individual to join our team as a Coordinator of Admissions for Recruiting. This is a highly visible position responsible for increasing awareness and building enthusiasm for Sul Ross State University through student recruitment initiatives, outreach and communication, and specialized events. The Coordinator develops partnerships with internal constituents as well as external constituents such as high school guidance counselors and corporate/community organizations. The Coordinator generates inquiries from prospective students that convert to enrolled students.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

1. Manage the day to day operations for recruiting new students, including the recruitment and admission of new transfer students as well as returning students in conjunction with the Academic Support Center;
2. Lead and manage a minimum of 4 admissions representatives;
3. Direct management of student workers; work with student Ambassadors will be in conjunction with the Coordinator of New Student Programs.
4. Resolve student issues related to admissions and enrollment;
5. Employ and exercise knowledge of enrollment management best practices and processes;
6. Utilize strong verbal, written, and organizational skills;
7. Participate in public speaking and events in a leadership role;
8. Coach employees for optimal performance;
9. Other duties, as assigned.

Supervision

Reports to the Executive Director for Enrollment Management.

Education

Required: Bachelor's degree from an accredited four-year college.

Preferred: Master's degree.

Working Conditions

Usual: Office conditions; office hours 8 am – 5 pm Monday through Friday. Exempt from overtime provisions. Some travel is required. Must exercise due caution and practice safe work habits at all times. Position is Security Sensitive.

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

Experience

Required:

1 -3+ years equivalent experience in enrollment management, admissions, student life, student affairs, or similar public relations and office environments; Proven experience in meeting goals and developing action plans; High degree of professionalism and confidentiality; Appropriate understanding of financial management; Computer proficiency in MS Office and Outlook required and ability to learn new software; Ability to travel and work weekends and evenings;

Preferred:

Demonstrated leadership interpersonal, written and oral communication, problem solving, coaching, organizational, and presentation skills; Strong and inspirational communication skills, vibrant personality, attention to detail, and strong problem solving skills are essential; Possess an abundance of enthusiasm and maintain a positive disposition; Ability to demonstrate competitive nature, self-direction, motivation and a sense of urgency to achieve goals. Proven resiliency in maintaining a spirited approach to recruitment.

Skills

Required:

Strong customer relationship skills; Strong and inspirational communication skills, vibrant personality, attention to detail, and strong problem solving skills are essential; 3. Possess an abundance of enthusiasm and maintain a positive disposition; Ability to demonstrate competitive nature, self-direction, motivation and a sense of urgency to achieve goals; Proven resiliency in maintaining a spirited approach to recruitment.

Preferred:

Demonstrated leadership interpersonal, written and oral communication, problem solving, coaching, organizational, and presentation skills; Strong and inspirational communication skills, vibrant personality, attention to detail, and strong problem solving skills are essential; Possess an abundance of enthusiasm and maintain a positive disposition; Ability to demonstrate competitive nature, self-direction, motivation and a sense of urgency to achieve goals; Proven resiliency in maintaining a spirited approach to recruitment.

EEO statement, Sul Ross State University actively engages in recruiting a diverse workforce and student body that includes members of historically underrepresented groups, and strives to build and sustain a welcoming and supportive campus community. All qualified applicants will receive consideration for employment without regard to race, color, creed, marital status, religion, sex, national origin, disability or protected veteran status.

Sul Ross State University is an Affirmative Action/Equal Opportunity Employer/M/F/Veteran/Disability

Date revised: May 15, 2020