

Admissions / Recruitment Coordinator

Job Code: 6519

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Recruits students for a college. Designs and produces recruitment materials, attends recruitment fairs and presents guest lectures to students. Serves as a liaison between other colleges, admissions and records, information technology and other relevant local, regional, and national associations. Serves as a resource to guide prospective students about the admissions process and will facilitate and coordinate related application processes of the college.

- Serves as a student recruiter for college programs; designs, produces and maintains recruitment literature
- Prepares and maintains college bulletins
- Responds to prospective student and applicant inquiries
- Represents the college at career fairs and guest lectures held at other universities
- Works with department chairs and faculty to coordinate recruitment fairs and academic advising sessions
- Serves as a resource to guide prospective students about the admissions process and will facilitate and coordinate related application processes of the college
- Schedules admissions committee meetings and prepares related documentation.
- Establish and maintain liaison with health career counselors at other universities as well as within our university
- Maintain and distribute information to students regarding scholarship and career opportunities
- Serve as the liaison/coordinator between on-campus and external entities
- Coordinates and carries out projects or assignments pertaining to the recruitment, or activities of the college.
- May include counseling students, event planning, producing in-house publications, performing public relations functions, etc.;
- Serves as a member of various project teams and may lead projects
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 60 months of related experience.

Experience:

Required: 12 months of related experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Effective verbal and written communication skills
- Basic math skills
- Computer skills, including proficiency in navigating and maintaining databases
- Some travel required for recruiting
- Detail oriented for accuracy of data and information
- Highly organized and ability to handle multiple projects and deadlines
- Ability to communicate well and build rapport with students, faculty and staff
- Ability to read and interpret policy as well as State and Federal regulations
- Customer service skills

Working Conditions



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

Physical:

Ability to bend, lift, stoop and carry. Ability to engage in repetitive motions.

Environmental:

Standard office environment.

Frequent exposure to pressure caused by deadlines and busy periods.

May be required to travel.

Ability to work effectively with a wide range of constituencies.

Requires contact with other departments and university officials.

Willingness to work extended and weekend hours during peak periods.

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