



Graduate Program Admissions Recruiter

Job Code: 7542

Salary Grade: S09

FLSA Status: 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

Responsible for admissions process for an individual graduate school - program (e.g., law, business, medicine, etc.), sharing responsibility to recruiting and enrolling incoming students.

- Provides oversight and coordination of the student admissions process.
- Assists in the development and coordination of recruitment programs.
- Receives and evaluates application materials and makes admissions recommendations.
- Coordinates courses and enrollment based on a student's prechosen section.
- Assists with applying and monitoring academic policy and standards to meet the needs of the program and students.
- Partners and assists the academic colleges in recruitment initiatives. Serves as a liaison to the colleges for data information exchange and strategic work.
- Presents information to various prospective students and other groups regarding The University of Oklahoma, higher education, financial aid and other admissions related topics.
- Creates and fosters relationship with high school counselors, students, administration, alumni and stakeholders.
- Maintains student administrative records
- Coordinates with graduate school, main campus admissions, registrar, and financial aid offices.
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

Required: A graduate degree in the relevant graduate school - program.

Equivalency/Substitution: Will accept 72 months related experience in lieu of the graduate degree.

Experience:

Required: None

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office and Excel
- Highly organized and able to handle multiple projects and deadlines
- Able to communicate well and build rapport quickly with students, faculty, and other staff members
- Strong initiative to solve problems
- Must be able to create and deliver effective presentations to small and large groups
- Must have proficient writing skills for composing marketing materials, reports, e-mails, social media postings, etc.
- Able to read and interpret policy
- Working knowledge of student privacy laws

Working Conditions

Physical:

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



JOB DESCRIPTION

***The* UNIVERSITY of OKLAHOMA**

Environmental:

Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods. Extensive travel. Ability to work effectively with a wide range of constituencies. Requires contact with other departments and university officials.

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