



Admissions & Recruitment - National

Job Code: 8256

Salary Grade: S08

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

Reporting to the Division of Enrollment Management, responsible for coordinating and executing national-level recruitment strategies to attract prospective students across multiple or an assigned region. This includes developing partnerships, representing the institution at events, guiding applicants through the admissions process, and supporting enrollment goals.

- Advises prospective and admitted students on educational planning, academic programs, and career pathways
- Reviews and evaluates student applications in alignment with institutional policies and procedures
- Plans, develops, and implements admissions and outreach events to support recruitment goals
- Represent the institution at college fairs, high school visits, transfer events, outreach events, and other recruitment-related activities
- Coordinates event logistics, including scheduling and securing necessary resources
- Assess the effectiveness of programs and events, providing recommendations for continuous improvement
- Develops and executes targeted communication strategies to engage prospective students and key stakeholders
- Presents admissions messaging to both internal and external audiences, ensuring consistent and effective communication
- Builds and maintains strategic partnerships to enhance outreach, recruitment, and admissions efforts
- Ensures all admissions activities are in compliance with institutional policies and regulatory requirements
- Performs various duties as needed to successfully fulfill the functions of the position

Minimum Qualifications

Education:

- Bachelor's degree

Experience:

- 0 years of experience

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- General knowledge of university recruiting and admissions practices
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies
- Excellent organizational and multitasking abilities
- Proficiency in MS Office
- Ability to exercise independent judgment and autonomy regarding work planning
- Ability to travel regionally and/or nationally
- Ability to work independently and handle confidential information with discretion

Working Conditions

- Primarily office-based, may involve working across multiple sites or regional offices.
- Travels to attend recruitment events and build partnerships including evenings and weekends for events, activities, or conferences
- Occasional evening or weekend work may be required during peak recruitment periods or special projects.
- A passport may be needed based on location assignments

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