Admissions/Recruitment Specialist II (0605)

**Basic Purpose/Job Function:** Coordinates recruitment activities for prospective students.

**Examples of Titles Replaced:** Associate Director, Prospective Student Services Tulsa; Associate Director, Prospective Student Services; Coordinator, Athletic Recruiting

**Typical Functions May Include:**

1. Designs and implements recruitment programs for targeted groups of prospective students and develops strategies for program evaluation
2. Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance as appropriate
3. Visits schools and colleges, speaks to groups and individual students, and meets with school officials to develop partnerships between the University and other institutions throughout the state; coordinates community workshops, retreats, on-site admissions programs and other special events
4. Creates and distributes a range of resource and promotional materials designed for the recruitment of targeted groups
5. Prepares reports and proposals, and responds to inquiries from students and external agencies
6. Participates in various campus committees and state and regional professional organizations
7. Assists with the formulation, development, and implementation of admissions-related policies and procedures
8. May serve as a staff advisor to student organizations, make presentations or lead orientations
9. Performs related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others:** May supervise a small staff as designated by department

**Supervision Received:** Receives general supervision

**Minimum Qualifications:**

- **Education:** Bachelor's Degree  **Type:** To be determined by department
- **Experience:** 18 - 36 months  **Type:** Student Services
- **Skills:** Effective oral and written communication; computer skills; ability to work independently; good organizational and interpersonal skills
Office of Human Resources

Broadband Job Description – Academic/Student Family – 01/01/2006

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- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; frequent travel; ability to work effectively with a wide range of constituencies; requires contact with other departments and university officials; may include knowledge of one or more foreign languages; ability to bend, lift, stoop and carry.

- **Licenses**: To be determined by nature of job and/or department
- **Certifications**: To be determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.