Admissions/Recruitment Specialist I (0604)

Basic Purpose/Job Function: Targets, recruits and advises prospective students.

Examples of Titles Replaced: Admissions Officer I and II; Coordinator, Graduate Admissions; Minority Student Counselor/Recruiter; Coordinator, Recruiting

Typical Functions May Include:

1. Establishes and administers programs for targeting and recruitment of defined groups of students
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. Disseminates admissions information
5. Analyzes trends in student recruitment and retention programs
6. Participates in the development of department goals and objectives
7. Performs related duties as assigned

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

Supervision of Others: Usually has no supervisory responsibilities

Supervision Received: Receives general supervision

Minimum Qualifications:

- **Education**: Bachelor’s Degree  **Type**: To be determined by department
- **Experience**: 0 – 24 months  **Type**: Student Services
- **Skills**: Effective oral and written communication; computer skills; ability to work independently; good organizational and interpersonal skills
- **Special Requirements**: 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; 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.