



JOB INFORMATION

Job Code	AA66
Job Description Title	Coord, Student Recruiting
Pay Grade	SR06
Range Minimum	\$37,810
33rd %	\$44,110
Range Midpoint	\$47,270
67th %	\$50,420
Range Maximum	\$56,720
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Coordinates all aspects of the recruitment of students for a college or school including but not limited to planning recruitment events, prospective student meetings, and establishes communication plans for accepted and interested students.

RESPONSIBILITIES

- Plans and visits campuses, high schools, student organizations, and high school advisors for off-campus recruiting events. Provides academic planning and advising to potential students. Promotes and represents the college/school answering any questions prospects may have.
- Plans and executes on-campus recruiting events, coordinates schedules, classroom and department visits, meals, transportation, registration, and promotional materials. Serves as primary point of contact for events.
- Meets with prospective students and families to provide information on admission requirements, degree programs, career options, and extracurricular activities.
- Coordinates participation of staff and/or alumni for recruitment events. Schedules meetings with faculty and staff with potential students for advising and recruitment purposes.
- Collaborates with central campus for recruitment events, participating in events serving as a liaison for the college/school.
- Follows up with interested students, coordinating additional meetings if necessary.
- Prepares acceptance packages for accepted students.
- Participates in the development of operating goals and objectives for the unit; recommends, implements, and coordinates methods and procedures to enhance operations, as appropriate to unit.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline	and	1 year of	Experience in public relations, marketing, recruiting, advising, counseling, and/or event planning.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recruitment techniques, educational institutions, public relations, marketing, organization methods, management of records, common computer applications/software such as Microsoft Word, Excel, PowerPoint and/or scheduling and event planning.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.