

### JOB INFORMATION

Job Code	AA18
Job Description Title	Asst Dir, Out-of-state Recruitment
Pay Grade	SR10
Range Minimum	\$51,790
33rd %	\$63,870
Range Midpoint	\$69,910
67th %	\$75,960
Range Maximum	\$88,040
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

Reporting to the Associate Director of Admissions, the Assistant Director of Recruitment oversees Admissions Advisors who are located on- and off-campus. Oversees Admissions Advisors to ensure recruitment and enrollment goals are achieved. Ensures the office, events and other recruitment programs are staffed and supported.

### RESPONSIBILITIES

- Oversees the daily operations of the Admission Advisors assigned to incoming out-of-state students to include general questions and answers, communication of important information and updates, financial reimbursements, leave approval, recruitment event participation, and performance reviews.
- Assists the Director and Associate Director of Admissions with the implementation of recruitment strategies, goals, planning, and enhanced relationships with on and off-campus constituents.
- Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission. Manages review of admissions applications by Admissions Advising staff. Participates in Admissions Application Review Committee.
- Manages the customer relationship management (CRM) and technology initiatives for Undergraduate Admissions.
- Works with Admission Advisors to create opportunities to enhance relationships in their territories by partnering with high school guidance counselors and alumni.
- Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations.
- Works with Freshman Recruitment Manager to ensure the daily operations, tasks and duties and overall goals of Undergraduate Admissions are completed.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
----------------------------	---

### 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 be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	And	Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Management, Psychology, Communications, Education, or any related field.		5 years of	Experience in public relations, student recruiting, and/or program coordination. Prefer 2 years of experience directly supervising full-time employees.

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recruiting policies and procedures.	
Knowledge of marketing and promotional practices.	
Knowledge of admission requirements and academic program knowledge.	
Excellent interpersonal skills and commitment to customer service to include paying attention to detail and following through with customers.	

### MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None 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		

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

**Vision Requirements:**  
Ability to see information in print and/or electronically.