



**JOB INFORMATION**

|                         |  |
|-------------------------|--|
| Job Code                | AD54                                   |
| Job Description Title   | Asst Dir, Transfer Student 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 | 3/17/2023                              |

**JOB FAMILY AND FUNCTION**

|               |                          |
|---------------|--------------------------|
| Job Family:   | Student Resources        |
| Job Function: | Admissions & Recruitment |

**JOB SUMMARY**

Reporting to the Associate Director of Transfer Admission & Recruitment Programming, the Manager of Transfer Student Recruitment manages the development and implementation of transfer admissions and recruitment programs and processes.

**RESPONSIBILITIES**

- Manages the transfer and international admissions advisors, meets with transfer students and international students, coordinates coverage of college fair programs, and manages transfer inquiry and applicant follow-up. Responsible for the daily supervision, training, and evaluation of transfer/international admissions advisors which includes answering general questions, communicating important information and updates, leave approval, onboarding and training, and performance reviews.
- Oversees the daily operations of transfer advising and recruitment which includes monitoring applicant communication, processes, deadlines, and assignments.
- Responsible for modeling the customer service experience to prospective transfer students and their families, community college counselors, transfer student visitors, and various third party organizations serving transfer students.
- Manages the advising of prospective transfer and international students in person, by telephone, mail and e-mail in regard to admissions requirements.
- Assists the department with traditional student recruitment as needed, implementation and evaluation of all programs and efforts, which seek to enroll an academically talented and culturally diverse student body.
- Serves as the liaison to community college counselors.
- Performs other related duties as assigned.

**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   |     | Years of Experience | Focus of Experience   |     |
|-------------------|--|-----|---------------------|---|-----|
| Bachelor's Degree | Degree in Communication, Business, Public Relations, Marketing, Education, Hospitality Management, or related field. | And | 5 years of          | Experience in advising, public relations, and/ or customer service. Preferably experience in a higher education environment. 1 year of supervisory experience preferred | And |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|  |     |
|--|-----|
| Knowledge of admission requirements, documentation required, and academic program knowledge. | And |
| Knowledge of recruitment, admission, and scholarship practices and processes.                |     |

## 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            |            |            |
| 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.