

Position Description

Position Title: University Recruiter

Classification: Unclassified

Function of Work: Coordinate all activities related to the recruitment of High School students in a given territory.

Supervision Received: Assistant Director of University Recruiting for High School Relations

Supervision Exercised: None

Qualifications: Bachelor's degree in related field is required. Admissions and recruiting experience is preferred. Marketing, sales, and strong communication skills are a plus. Previous experience with customer service operations is desired.

Responsibilities

- Participate at all official Northwestern State University functions as determined by the President, Vice Presidents, Dean or Department Head.
- Develop and coordinate recruitment activities and special events for prospective students including conducting presentations to various groups and high schools.
- Develop specialized recruitment plans in given territory.
- Counsel traditional students through the admissions and enrollment processes.
- Schedule and administer campus tours throughout a working week and also on weekends and holidays, to accommodate students and their parents.
- Prepare related daily, weekly, and monthly reports to measure progress toward goals and the effectiveness of recruiting strategies.
- Participate in university activities to promote recruitment of students.
- Visit high school counselors, give Northwestern presentations, coordinate travel and participate in career fairs and school fairs.
- Evaluate and prepare scholarship applications for the scholarship awards committee.
- Answer telephones, fill requests, and assist in any office endeavors that may be required.
- Write, call, email, visit and follow up on all prospective students.
- Maintain required work hours as determined by the Unit Head.