

Position Description

Position Title: Assistant Director of High School Relations for University Recruiting

Classification: Unclassified

Function of Work: Coordinates all activities related to the recruitment of transfer and international student populations. Plans, promotes, and implements all special recruiting events for transfer and international students.

Supervision Received: Director of University Recruiting

Supervision Exercised: Five recruiters, Student Staff

Qualifications: Master's degree in adult education, student personnel services, or a related field is required. Admissions, recruiting, and/or student service experience is preferred. Marketing, sales, and strong communication skills are a plus. Previous experience with customer service operations is desired.

RESPONSIBILITIES

- Represent Northwestern State University to the public community throughout Louisiana and across the nation.
- Participate at all official Northwestern State University functions as required.
- Develop and coordinate special recruitment activities, such as Fall and Spring N-Side View Days.
- Work to recruit prospective students including conducting presentations to various groups/organizations.
- Work on the development as well as supervise high school recruiters.
- Coordinate travel for recruiters to participate in career fairs and conferences to recruit high school students.
- Counsel students through the admissions and enrollment processes.
- Organize Spirit Group Auditions for the University
- Organize Cheer and Dance Camps.
- Assist in all aspects of camp budgets and the planning aspects of the six (6) summer cheerleading and dance camps.
- Participate in university activities to promote recruitment and retention of students.
- All other duties as assigned by supervisor.