

## Position Description

**Position Title:** Assistant Director of University Recruiting for Transfer and Graduate Students

**Classification:** Unclassified

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

**Supervision Received:** Director of University Recruiting

**Supervision Exercised:** Student Staff

**Qualifications:** Bachelor's degree in related field is required. Marketing, sales, and strong communication skills desired. Admissions, recruiting, and/or student service experience are preferred. Previous experience with customer service operations is desired. Proficiency in Microsoft applications.

## Responsibilities

- Represent NSU to the public community throughout Louisiana and East Texas.
- Develop and coordinates recruitment activities and special events for transfer and graduate prospective students.
- Establish and maintains contact with community and junior colleges (universities for graduate) to discuss and outline proper planning and procedures as they relate to recruitment and retention.
- Oversee assisting with the development and promoting of strategies, initiatives, and programs that ensures successful attraction, recruitment, and retention of students.
- Counsel students through the admission and enrollment processes.
- Provide campus tours to prospective students and their parents.
- Participate in university activities to promote recruitment and retention of students.
- Coordinate travel and participates in transfer and graduate/career fairs.
- Supervise student staff assigned to territory.
- Facilitate the transfer and graduate communications flow.
- Perform other related recruitment activities for transfer and graduate students.
- Assist in coordinating Summer Cheerleader/Dance Camps.
- Work collaboratively with faculty, staff, and administration in promoting university relationships.
- Participate in professional development activities.
- Participate and serve on committees and working groups.
- Participate at official NSU functions as required.
- Assist with special projects as assigned.