JOB DESCRIPTION

POSITION TITLE:  ADMISSIONS RECRUITER

JOB CLASS:  Staff  SUPERVISOR:  Director of Admissions
CLASSIFICATION:  Full Time  LOCATION:  DeLand
SUPERVISORY:  No  DEPARTMENT:  ADMISSIONS

POSITION OVERVIEW:
Employee must be a naturally persuasive, creative problem solver who thrives in an upbeat environment with non-standard and varied working hours. A self-motivated, enthusiastic, goal-oriented individual with superior presentation, organizational, and interpersonal skills and will have demonstrated ability to follow direction, problem solve, manage multiple priorities and meet goals. This is a sales-like admissions and prospect management approach to a designated recruitment territory in an environment where recruiters are responsible for reaching enrollment and net revenue goals assigned to them. Daily responsibilities include communication with a large number of prospective students through heavy phone outreach. Personal e-mails, notes, individual appointments, and group presentations are also expected. This position will involve the planning of prospective student recruitment activities, extensive outreach and travel.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions Bachelor's degree from a four-year college or university required (education and/or experience). Experience in recruitment, marketing, retail, and other business-like environments is preferred.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities (please note that any physical requirements should be listed as a part of relevant essential functions, i.e. lifting requirements, equipment operations, etc.):

- Employee must be a naturally persuasive, creative problem solver who thrives in an upbeat environment with non-standard and varied working hours.
- A self-motivated, enthusiastic, goal-oriented individual with superior presentation, organizational, and interpersonal skills and will have demonstrated ability to follow direction, problem solve, manage multiple priorities and meet goals. This is a sales-like admissions and prospect management approach to a designated recruitment territory in an environment where recruiters are responsible for reaching enrollment and net revenue goals assigned to them.
- Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, frequent hours outside the normal University schedule.
- Performs other site and position specific functions as assigned.
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ROUTINE DUTIES AND RESPONSIBILITIES:

Detail the routine daily tasks and responsibilities:

- Daily responsibilities include communication with a large number of prospective students through heavy phone outreach. Personal e-mails, notes, individual appointments, and group presentations are also expected. This position will involve the planning of prospective student recruitment activities, extensive outreach and travel.
- Includes evening and weekend work, extensive phone use and telemarketing, travel, and directive counseling for individuals and groups.
- Must become knowledgeable about all aspects of Stetson University including academic programs, campus events and activities, orientation, athletics, housing, financial aid, billing, college policy, and important dates.
- Through heavy use of outgoing contacts via phone, email, IM, etc., the recruiter cultivates, engages, grades, persuades and closes prospective students. Always qualifies conversation and generates next steps (application, enrollment deposit, FAFSA, housing application, registration, etc.).
- Determine the best next contact for each of the hot prospects in the territory. This involves regular use of the arsenal, which comprises both printed and web information collected for this purpose and members of the campus community - i.e., faculty, alumni, current students, coaches and parents of current students.
- Leads group information sessions and also meets one-on-one with parents and prospective students to provide information and assist in the application process; gives campus tours.
- After receipt of application materials, determines and informs students of acceptance and award of scholarships.
- Reviews files for acceptance and presents admission recommendation to admissions committee. Reviews files for scholarship.
- Makes financial aid packaging/depth sounding calls.
- Researches, plans and executes fall and spring travel for recruitment, by evaluating previous years' productivity; coordinates travel plans with college and guidance counselors; meets with prospective students at educational fairs to inform them about the college, i.e. application process, scholarships, financial aid, majors, campus activities and on-campus housing.
- Cultivate relationships with alumni, guidance counselors and other constituents in the territory to assist with the recruitment process and other duties as assigned.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.