JOB DESCRIPTION

POSITION TITLE: Assistant Director of Transfer and Graduate Admissions for A&S

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 transfer and graduate 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:
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 four-year college or university required. Experience in recruitment, marketing, retail, and other business-like environments is preferred.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
- Evening and weekend work
- Extensive phone use and telemarketing
- Travel
- Directive counseling for individuals and groups
- The Recruiter 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
- Performs other specific functions as assigned
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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.