Title: Associate Director Student Recruitment

Description Summary

Under general supervision from a designed administrator, provide leadership for the administrative and operational activities of a Student Recruitment Center; assist in the development and implementation of recruitment strategies, programs and events targeting a specific segment of students within as assigned area; research and identify prospective students.

Characteristic Duties

Assist in the direction of a student recruitment office or center with primary responsibilities for day to day operations and administrative management; implement program initiatives, answer questions and resolve complex issues; recommend alternative guidelines when applicable; maintain and stay abreast of trends in recruiting and changes in academic programs; assist with develop of long-range plans and strategies to achieve unit, department and university goals for areas of responsibility, monitors and achieves established goals.

Recommend, implement, and interpret internal rules, policies, procedures, controls, and manage processes to advance service levels; develop and implement responsive service programs.

Attend meetings on behalf of the director; consults with director on major policy changes affecting other departments; authority to grant exceptions; may function as the Director in his/her absence, as required; serve on various university, division and departmental committees, represent the department at various state and national associations; represent the college and University to various internal and external constituents; serve as the college resource to students and parents on university services and programs; explain and interpret college/program policies, procedures, and academic requirements.

Develop, implement and monitor assigned budgets; authority for function budget, revenue, and expense planning and approving expenditure; delegated signature authority for programs or functions within department or center.

Assist with administrative leadership; supervision to exempt and non-exempt staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Compile data required for internal and external reports and assessments; interpret and disseminate information, provide advice, assist in development of recruitment and promotional materials, deliver presentations, conduct workshops, ensure that all programs and services comply with university, state and federal regulations.

Maintain collaborative relationships with departments/units regarding recruitment efforts that enrich the student experience.

Perform related duties as assigned.
Minimum Qualifications

Master’s degree in related educational program, student affairs administration, or other related field with three (3) years’ experience; –OR- Bachelor's degree with five (5) years’ experience; -OR- Associate's degree with seven (7) years’ experience; -OR- nine (9) years’ experience. Experience may also require at least one (1) year supervision. May require experience in international admissions and/or minority recruitment