Title: Director Student Recruitment

Pay Scale Group: 19

Description Summary

Under general supervision from a designed administrator, oversee and direct a Student Recruitment Center; provide leadership for the administrative and operational activities of a Student Recruitment Center; develop and implement recruitment strategies, programs and events targeting a specific segment of students within as assigned area.

Characteristic Duties

Responsible for development, implementation, administration and direction of student recruitment programs with primary responsibilities for strategic planning; formulate, recommend, approve and implement internal procedures and controls; set goals to achieve strategic objectives; assume management responsibility for a wide range of projects/programs.

Responsible for collaborating efforts with administrative and academic units and participate in cross-functional policy development and execution that enrich the student experience; formulate, approve and communicate major policy changes affecting other departments with the authority to grant exceptions.

Develop, implement and monitor department budget; authority for budget, revenue and expense planning and approving expenditure; has signature authority for recruitment programs; reports on budget status to executive level.

May attend meetings on behalf of administrator; consults with executive team on major policy changes affecting other departments; has authority to grant exceptions; may function as the administrator in his/her absence; 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; explain and interpret college/program policies, procedures, and academic requirements.

Prepare reports and assessments, interpret and disseminate information, provide advice, write proposals, develop recruitment promotional materials, construct contractual agreements, and ensure that all programs and services comply with university, state and federal regulations.

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

Keep abreast of current trends in Student Recruitment.

Minimum Qualifications

Master’s degree in related educational program, student affairs administration or other related field with five (5) years’ experience; -OR- Bachelor’s degree with seven (7) years’ experience; -OR- Associate’s degree with nine (9) years’ experience; -OR- eleven (11) years’ experience. Experience may also require at least three (3) years of supervision. May require experience in international admissions and/or minority recruitment.

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