



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Admissions Recruiter
PERSONNEL STATUS: Contingent II/Exempt- Limited Benefits
DEPARTMENT: Admissions
OPEN DATE: November 26, 2014
CLOSING DATE: Open Until Filled

Responsibilities: Plans and manages recruitment activities for specified regions; provides team leadership in meeting recruitment goals and objectives consistent with the university's goals; creates and implements a strategic recruitment plan for the assigned region to attract the desired demographic in the targeted areas; develops a written recruitment process that outlines the plan to reach targeted goals; collects, tracks, and analyzes enrollment data for weekly, monthly and yearly recruitment assessments; organizes, executes, and presents information sessions; evaluates recruiting activities and territories; updates recruiting action plan; actively recruits in high schools, colleges, regional and national fairs on days, evenings and weekends; develops and nurtures relationships with guidance counselors in assigned territory; calculates and monitors recruiting expenses; assists in registration, returning students scheduling and first day activities; prepares follow-up reports for admissions events and implements immediate follow-up with students and counselors; contributes and develops new ideas for admissions events and office functions; queries and analyzes applicant inquiry and recruiting statistics; participates in all college-wide programs; travels both in and out of state; works irregular hours; performs other duties as assigned.

Qualifications: Bachelor's degree required. Minimum two (2) years recruiting experience in a college/university or similar environment required. Excellent interpersonal, organizational and telephone skills; knowledge of Microsoft Word and Excel required. Experience working with prospective students, applicants and their families.

Condition of Employment: This position is Title III grant-funded. Employment is subject to available funding.

SALARY: \$36,437 - \$45,000

RANGE: I

APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
JOBS@bowiestate.edu**

Bowie State University is an Equal Opportunity/Affirmative Action Employer
Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.