



OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Recruiter

PERSONNEL STATUS: Contingent II/Exempt- Limited Benefits

DEPARTMENT: Admissions

OPEN DATE: November 26, 2014 **Revised**

CLOSING DATE: Open Until Filled

Responsibilities: Serves as the primary point person for the recruitment of a diverse undergraduate student population; plans and manages recruitment activities within specified regions; creates and implements strategic recruitment plan for specified regions to attract desired demographic in target areas; develops written recruitment processes outlining plans to reach target goals; develops results-oriented plan that will include empowering staff to use recruitment models as a guide in making independent decisions on recruitment activities, programs and services offered to prospective students and other constituent groups; collects, tracks, and analyzes enrollment data for monthly and yearly recruitment assessments; organizes, executes and presents information sessions; evaluates recruiting activities and territories, updating recruiting plan; actively recruits in high schools and colleges and at regional and national fairs during days/evenings and weekends; presents to diverse audiences; develops enrollment agreements or partnerships with community and professional organizations that provide college preparation for underserved student groups; plans campus recruitment events for community organizations and diverse audiences; develops and nurtures relationships with guidance counselors in assigned territory; calculates and monitors recruiting expenses; assists in registration, returning student scheduling and first day of school activities; prepares follow-up reports for admissions events; contributes/develops new ideas for admissions events/office functions; queries/analyzes applicant inquiry and recruiting statistics; develops, monitors, and evaluates quality customer service initiatives that foster improvement in relationships both internal and external to the University; develops programs that include faculty and staff in the admissions and enrollment process; participates in all college-wide programs; travels both in and out of state, and works irregular hours. Performs other duties as assigned.

Qualifications: Bachelor's degree required. Bilingual (Spanish) preferred. Minimum three (3) years recruiting experience in a college/university or K – Higher Education experience required. Excellent interpersonal, organizational and telephone skills; knowledge of Microsoft Word, Excel and PeopleSoft 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 - \$47,000

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
Bowling 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.