

# Washburn University

## Position: Recruiter and Admissions Specialist

Washburn University seeks applications for Recruiter and Admissions Specialist to join our fun and growing team.

**Application URL:** <http://careers.washburn.edu/cw/en-us/job/493338?lApplicationSubSourceID=>

Advertised Pay: Lower \$40,000s

Campus Location: Washburn University, Topeka, Kansas

**The screening committee will review all eligible applications submitted by October 27, 2023**

**Position Summary:** The Recruiter and Admissions Specialist organizes and executes Washburn recruitment in an assigned territory. Positions are either campus-based in Topeka, Kansas, or remote requiring residence within the assigned Recruitment Territory.

### **Essential Functions:**

Identify and recruit prospective students by developing a strong rapport with appropriate high school, college and community personnel.

Recruit and cultivate prospects and applicants within the assigned recruitment territory in such a manner as to achieve yearly assigned recruitment goals. Recruit students from the assigned territory while providing support and guidance throughout the admissions and college decision processes including completion of the FAFSA, housing application or exemption, New Student Orientation registration and more.

Develop and carry out a recruitment travel schedule based around attending college fairs, visiting schools and participating in community and other events in the assigned recruitment territory.

Build and maintain impactful relationships with prospective students, their families, appropriate school personnel and alumni through personalized outreach efforts including phone, email, in-person contact and other relevant mediums.

Interpret and analyze data to identify trends in student recruitment and retention programs, and inform strategic decisions. Effectively use emerging recruitment and enrollment technologies.

Assist in the execution of on-campus recruitment events, personalized campus visits, and other recruitment events. Develop and deliver presentations to prospective students, families, school counselors/advisors, and other relevant personnel.

Participate in unit and department meetings, training opportunities and other appropriate professional development. Provide supplemental support as needed for processing applications, and transcripts, administering admissions decisions, and other related duties.

Perform additional job-related duties as assigned or as appropriate.

**Required Qualifications:**

- Bachelor's degree (or degree completion by the end of the semester of hire).
- Experience in collegiate admissions, recruitment, sales, collegiate activities, or other related areas.
- Demonstrated effective written and interpersonal communication skills.
- Ability to work effectively independently and within a team construct.
- Demonstratable ability and commitment to build effective professional relationships with a variety of people, including those from under-represented and diverse populations.
- Ability to organize and manage multiple tasks in a fast-paced environment with many interruptions while adhering to deadlines.
- Ability to effectively operate Windows operating software and Microsoft Office products.
- Valid Driver's License with driving record acceptable to Washburn.
- Ability to maneuver and lift items weighing up to 25 pounds.

**Preferred Qualifications:**

- Bilingual (preferably Spanish)
- Washburn Alumni

Full time Exempt Mon-Fri

Background Check and Driving History Required

[www.washburn.edu/jobs](http://www.washburn.edu/jobs)

[careers@washburn.edu](mailto:careers@washburn.edu)