

Admissions Recruiter ~ Wichita State University

Endless possibilities await you! This is as true for this position as well as the students we interact with.

You will be working heavily in pockets of the state to keep Shocker Nation on the forefront of graduating & high school students minds. Not just getting to know the students & their families, but also understanding how to convey the value of a BS/BA degree for the next phase of life in their lives no matter where they are coming from in the state. This relies on your professional yet relatable communication as well as being responsive to all the questions & concerns students have. Success means managing your daily schedule, being organized & timely for appointments of all types. This also means being someone who can turn on their socialness to strike up a convo with all types of students helping them realize we can help them achieve any goal they have in their future. If you like to stay busy, meet the people who will build the world of tomorrow, have lots of variety in your daily activities & have excellent communication skills that rival some of the greats in history; I have a secret for you, your career starts here so apply now.

To apply: <https://jobs.wichita.edu/postings/30384>

Summary of Responsibilities

Primarily responsible for recruiting prospective students from a set territory outside of Kansas. In addition, serves as the lead recruiter for certain high schools and/or community colleges.

Essential Functions

- Recruits students outside of Kansas in designated schools and geographic regions, which includes follow-up with recruits by phone, mail and other personal communications streams to meet weekly and monthly recruiting goals.
- Develops and implements recruitment programming for students, parents, and counselors. Works with campus departments to coordinate recruitment programs.
- Represents the University at specified schools, college and community fairs, public presentations, and/or seminars outside of the normal recruitment territory. Contributes to overall recruitment efforts for the University, particularly in areas outside of direct responsibility.
- Facilitates office coverage and participates in on and off campus recruitment programs, including group presentations; greets walk-in and scheduled visitors; maintains knowledge of all facets of the University. Markets scholarships and participates in selections process when appropriate.
- Manages budgets related to program and visit expenditures. Reconciles monthly statements and billings from assigned programs and/or visits.

Minimum Education

Bachelor's degree in education, business or related field by hire date

Minimum Experience

One (1) year of experience in recruiting, admissions or related field

Knowledge, Skills and Abilities

- Ability to gain knowledge of all facets of WSU student life & admissions/enrollment processes, and communicate accordingly with constituents.
- Commitment to diversity with successful experience working with diverse populations.
- Obtain functional knowledge of Office of Admissions procedures, processes, and protocols.
- Knowledgeable to work with WSU's information systems and understand the functioning of admissions data.
- Have a sense of belonging with the team and contribute to existing team.

Pay Info:

Range beginning point \$36,000/yr, adjusted with experience

Closing Date: 10/10/2023