

The University of Texas at San Antonio

Job Description

Job Title: Graduate Recruiter I
Code: 13176
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Graduate School
Reports To: In accordance with departmental policies.

Summary

- Function: To provide and assist prospective graduate students with information related to the graduate and doctoral programs; admissions requirements, online application questions, and registration.
- Scope: Responsible for the recruitment of highly qualified graduate students.

Duties

- Typical:
 1. Work with the Director/Associate Director to develop and maintain a dynamic recruitment strategy to assist in the continued growth of the Graduate School to include: planning and attending relevant graduate recruitment events (i.e. graduate fairs, information sessions, open houses, online webinars and chats).
 2. Manage follow-up with prospective students to provide direct support.
 3. Enter (data entry), track and analyze program enrollment trends within team software systems including, but not limited to: online application system, CRM software, and Banner.
 4. Build and cultivate relationships utilizing various communication methods (phone, email, social media, web, social networking, etc.) to ensure proper advertisement of all graduate programs and follow-up with prospective graduate students.
 5. Develop key contacts with other graduate fair coordinators to arrange visits to off-campus recruitment events.
 6. Partner with the student engagement staff, academic colleges and departments to coordinate events specific to graduate programs.
 7. Plan and organize events such as the annual Graduate Fair and other on-campus information sessions.
 8. Works on special projects as assigned by the Director, Associate Director, or

<p>Dean.</p> <p>9. Performs other related duties as required or directed. This includes, but is not limited to; assignments from the Dean that is not otherwise stated and are deemed related to the position.</p> <p>• <u>Periodic:</u> 1. N/A</p>

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s Degree from an accredited institution.

Other Requirements

Required	Preferred
Strong organizational and analytical skills with the ability to assess and interpret enrollment trends for various colleges and departments.	Preferred experience working with non-traditional student populations and graduate students. Experience working with Banner, CRM, and online application software.
Excellent customer service, communication and interpersonal skills with culturally and ethnically diverse populations.	Understanding of the unique challenges and opportunities for marketing to and recruiting prospective university students with a background and other key influences in the graduate decision-making process.
Demonstrated problem-solving and project management skills; ability to work independently and as a part of a team.	
Experience counseling, recruiting and cultivating relationships with prospective and current students.	
Results-oriented and have excellent writing and listening skills, outstanding interpersonal and professional presentations skills.	
Criminal Background Check.	

Experience

Required	Preferred
Experience in a higher education.	One year of experience working in graduate admissions.

Equipment

Required	Possible
Personal computer and related office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Weekend and evening hours required. Flexibility to travel (approximately 40% of the time during the heavy recruitment season.)

Supervision

Received	Given
General supervision from Associate Director or Director of Graduate Recruitment and the Vice Provost and Dean of the Graduate School.	N/A

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
