



JOB DESCRIPTION

TITLE: *Admissions Recruiter*

COLLEGE/SCHOOL/DEPT: *Office of Admissions* **DATE PREPARED:** *March 17, 2010*

REPORTS TO: *Director of Admissions* **FLSA:** Non-Exempt

POSITION SUMMARY:

The Office of Admissions is responsible for maintaining the enrollment pipeline of students to Heritage University. This is accomplished through recruiting efforts and accurate and efficient processing of admission applications to the university. The Office of Admissions is the first point of contact for prospective students, parents, and other members of the community; prompt, accurate and courteous customer service is critical to the successful operation of this office.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Recruit prospective students for associates, bachelors, master's degree programs and certificate programs from high schools, businesses, industries and community job fairs.
2. Ensure the recruitment tracking system is operational (communication to prospective students and follow-up as required).
3. Work collaboratively with Advising Center, Office of Admissions, Financial Aid, Registrar and other campus offices to ensure smooth transition from applicant to student.
4. Maintain a detailed knowledge of degree programs, including requirements, curriculum, policies and procedures, student and faculty accomplishments and general knowledge about Heritage University.
5. Facilitate campus tours to visitors and prospective students.
6. Represent Heritage University at community activities and events. Some evening and weekend hours required.
7. Create and maintain partnerships with outside community agencies to recruit students.
8. Participate in state, regional, and national conferences and meetings to maintain knowledge of current industry best practices and grant guidelines.

9. Handle confidential student information with tact, discretion and in compliance with FERPA regulations.
10. Assist with events as needed (workshops, convocation, commencement, welcome back programs, awards ceremonies).
11. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
12. Upholds the Heritage University Mission Statement.
13. Other duties as assigned by Director of Admissions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. *Knowledge:*

- Bachelor's degree preferred
- 3-5 years progressively responsible experience in an equal education opportunity office is required, in higher-education preferred.
- 5 years experience working with low-income, first generation and students with disabilities is required, in higher-education preferred.
- Demonstrated experience in project management for higher education programs serving diverse students preferred
- Demonstrated experience in all aspects of program administration, personnel supervision, developing and monitoring budgets, writing program reports and conducting program evaluation required.
- Demonstrated ability to develop effective working relationships with faculty, campus officials, staff, and community agencies and schools and students from diverse backgrounds required.
- Persons coming from backgrounds similar to the target populations are encouraged to apply.

B. *Skills:*

- Experience working in a professional setting with demonstrated ability to manage a high volume of tasks simultaneously.
- Team oriented approach and desire and ability to work closely with peers, high level of interpersonal skills and professionalism.
- Sensitivity to working in a multicultural setting is imperative.
- Able to use multi-line phone system, IBM compatible computer and Microsoft Office suite required, knowledge of Jenzabar EX student information system a plus.
- Bilingual/biliterate/bicultural in English/Spanish is preferred.
- Professional dress required.

**Interested and qualified applicants may submit Heritage University Employment Application
and
Resume and Letter of Interest and Three References to:**

**Heritage University
Human Resources Office
3240 Fort Road
Toppenish, WA 98948**

Position closes August 2nd, 2010