POSITION TITLE: Admissions Recruiter (#201610T)

DEPARTMENT: Recruitment

HOURS OF WORK: 30 hrs./wk., Monday - Friday (Occasional Weekends)

SALARY: $12.00/hr.

Minimum Training and Experience:
A bachelor's degree is required. Related experience in a college or university admissions office highly desired. Experience with public speaking and coordinating programs highly desired. Proficiency using Microsoft Office software preferred

Knowledge, Skills and Abilities:
Knowledge of policies, procedures/techniques associated with college admissions/recruitment of students. Knowledge of marketing and recruitment policies, practices and techniques. Ability to coordinate recruitment programs. Ability to manage programs/goals of specific territory. Knowledge of counseling/guidance techniques. Ability to advise students on wide range of topics. Ability to communicate effectively, both verbally/writing. Ability to establish/maintain effective working relationships w/faculty, staff, students, parents & general public. Excellent interpersonal/organizational skills. Ability to travel to off-campus locations overnight and during weekends.

Specific Duties:
Reporting to the Assistant Director of Recruitment, the Admissions Recruiter assists in the development and implementation of recruitment strategies to attract and enroll new students to the University, through travel of a specific recruitment territory and other recruitment based activities. Manages a specific recruitment territory and implements recruitment strategies and activities; follows-up with constituencies and prospective students to obtain enrollment goals. Evaluates undergraduate applications for assigned territory; answers questions from individuals regarding admission or the University in general. Represents Winthrop University at high school and junior College Day/Night programs in and out of South Carolina; plans visits with both in-state and out-of-state high school guidance counselors; makes follow-up visits to schools as needed. Conducts interviews, counseling sessions and campus tours for prospective students and their families; follows-up by mail and telephone with prospective and admitted students. Responsible for the coordination of a major recruitment function or area; assists with the planning and coordination of annual recruitment events and programs. Performs other related duties as required.

To apply, access www.jobs.sc.gov to submit an on-line application no later than August 24, 2015

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