

POSITION DESCRIPTION

ADMISSIONS RECRUITER

Reports to: Director of Admissions
Organizational Unit: Professional Staff
Pay Rate Range: Specialist, Nonexempt, full-time
Revision Date: March 2024

I. Basic Purpose of Position

The primary responsibility of the Admissions Recruiter is to serve as a recruiter of new students. Other duties include assisting with campus visits and college events, and helping the Student Affairs division with any prospective student recruitment efforts.

II. Essential Job Functions

- A. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, especially counselors, and prospective students
- B. Ability to assist with student campus visits
- C. Ability to assist with the Student Ambassador Program at LCC
- D. Ability to assist in the planning and coordination of college events.
- E. Ability to attend college fairs and evening events pertaining to student recruitment
- F. Ability to assist with correspondence going to high school counselors, faculty, students, and parents throughout the year to keep all parties abreast of upcoming recruitment/enrollment events and dates
- G. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail and letter
- H. Ability to assist with daily procedure, which is the Admissions Department communication funnel
- I. Ability to monitor website widget live chat
- J. Ability to use Pivot texting application to communicate with prospective students and advisees
- K. Ability to recruit at area high school extracurricular activities
- L. Ability to recruit at Southeast Kansas community events
- M. Ability to serve as a member of Student Affairs staff and other college committees
- N. Ability to be FERPA trained
- O. Ability to follow all LCC policy and procedures
- P. Ability to complete other tasks as assigned as it relates to Student Affairs
- Q. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Financial Aid personnel
- B. Program Directors
- C. Cardinal Jumpstart Coordinator
- D. Area high school personnel, students, and parents
- E. Other College/University professionals with similar responsibilities

IV. Supervises the Following Staff

Student Ambassadors

IV. Required Knowledge, Skills and Personal Qualifications:

- A. Excellent verbal and written communication skills
- B. Excellent human relations and organizational skills
- C. Knowledge of computer software programs
- D. Ability to cultivate positive professional relationships with prospective students and parents
- E. Self-starter who is able to work efficiently and productively with minimal supervision
- F. Fast learner, able to adapt easily to new situations and tasks
- G. Possess motivational and leadership skills
- H. Valid Driver's License

VI. Preferred Experience

One or more years' experience in Student Affairs, especially in Admissions or Financial Aid

VII. Educational Background

Associate's degree required, Bachelor's Degree preferred

VIII. Working Conditions/Environment

- A. Busy office conditions at times with evening and occasional weekend hours required
- B. No windows
- C. Travel required, especially from September through April, as well as other times as career fairs, college planning conferences, and high school visits are needed.