

Freshmen Recruitment Specialist - Extended North Carolina A & T State University

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Posted Dec. 2, 2020, set to expire Apr. 3, 2021

Job Title	Freshmen Recruitment Specialist - Extended
Department	Office of Admissions - Recruitment
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Dec. 2, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar Communications/Public Relations
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Job Description

Minimum Experience/Education

Bachelor's degree; or an equivalent combination of training and experience.
All degrees must be received from appropriately accredited institutions.

Preferred Years Experience, Skills, Training, Education

A Bachelors degree or an equivalent is required; Masters preferred. Five or more years experience in Admissions or an equivalent combination of education and experience in a related field is preferred. The ideal candidate will possess a thorough understanding of the Minimum Admission Requirements as outlined by the University of North Carolina System. Other preferred skills include an advanced proficiency/knowledge of Banner and Admission Pros. Excellent oral and written communication skills and basic computer skills are necessary.

If no applicants apply who meet the required competency level and training and experience

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requirements, then management may consider other applicants. Salary would be determined based on competencies, equity, budget, and market considerations.

Required License or Certification
Valid driver's license

Primary Purpose of Position

Articulates admissions policies and procedures to students, parents and counselors. Participates in University undergraduate admission recruitment activities, including college day/night programs, individual visits to post-secondary institutions, alumni meetings, and campus tour visitations.

Primary Function of Organizational Unit

The primary function of the Office of Undergraduate Admissions is to identify, attract, and enroll first year and transfer students with outstanding academic ability and potential.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact