

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

Direct Link: <https://www.AcademicKeys.com/r?job=157331>

Downloaded On: Jun. 25, 2021 9:20am

Posted Apr. 13, 2021, set to expire Aug. 13, 2021

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|-----------------------------|---|
| <b>Job Title</b>            | Freshmen Recruitment Specialist - Extended  |
| <b>Department</b>           | Office of Admissions - Recruitment  |
| <b>Institution</b>          | North Carolina A & T State University<br>Greensboro, North Carolina                     |
| <b>Date Posted</b>          | Apr. 13, 2021   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Professional Staff  |
| <b>Academic Field(s)</b>    | Student Services  |
| <b>Apply Online Here</b>    | <a href="https://jobs.ncat.edu/postings/22090">https://jobs.ncat.edu/postings/22090</a> |

### Apply By Email

### 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 requirements, then management may consider other applicants. Salary would be determined based on

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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

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