

**Admissions Recruiter
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=236477>

Downloaded On: Jun. 29, 2024 12:19pm

Posted May 23, 2024, set to expire May 10, 2025

Job Title	Admissions Recruiter
Department	Admissions and Recruiting
Institution	Alcorn State University Lorman, Mississippi
Date Posted	May 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://jobopps.alcorn.edu/postings/7127
Apply By Email	
Job Description	

The Recruiter reports to the Director of Admissions and Recruiting for carrying out such assignments within university policies as might be necessary for optimum student recruitment and admission.

Knowledge Skills and Abilities

Recruitment, management, sales and/or knowledge of higher education

Excellent communication skills, verbal, and interpersonal

Well-developed presentation and strategic planning skills

Ability to work independently as well as collaboratively with team members, faculty, students, alumni,

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administrators, staff and families

Ability to connect with students

Essential Job Functions

Creates an individual recruitment plan (including recruitment activities, participation in events/conferences/fairs, communications with prospective students and networking opportunities) for each semester and participates in a team recruitment plan.

Completes weekly activity reports to include documentation of recruitment/outreach activities and student appointments.

Establishes and adheres to registration deadlines and strives toward institution-wide enrollment goals .

Utilizes phone, email and mail to communicate with prospective students in a timely manner, providing superior student service.

Works with prospective students to garner completed application files prior to enrollment and efforts to increase retention.

Collaborates with alumni network(s) to develop new student/professional networks and garner student referrals

Serves as a counselor to prospective students.

Promotes the university and its programs among prospective students, parents, teachers, counselors, alumni and other groups, individuals, agencies and organizations that might be interested and/or might be persuaded to have interest in the university by maintaining current knowledge of the same.

Qualifications



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Bachelor's degree

Experience working with students in high school or college setting.

Contact Information

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

Contact

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