

**Admissions Recruiter  
Alcorn State University**

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

Downloaded On: Jul. 21, 2024 9:51pm

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

<b>Job Title</b>	Admissions Recruiter
<b>Department</b>	Admissions and Recruiting
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	May 23, 2024
<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>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7127">https://jobopps.alcorn.edu/postings/7127</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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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