

**Admissions Recruiter  
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=261465>

Downloaded On: Aug. 21, 2025 7:39pm

Posted Aug. 21, 2025, set to expire May 10, 2026

**Job Title** Admissions Recruiter  
**Department** Admissions and Recruiting  
**Institution** Alcorn State University  
Lorman, Mississippi

**Date Posted** Aug. 21, 2025

**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/7722>

**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, administrators, staff and families

Ability to connect with students

**Admissions Recruiter  
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=261465>

Downloaded On: Aug. 21, 2025 7:39pm

Posted Aug. 21, 2025, set to expire May 10, 2026

**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**

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**



Admissions Recruiter  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=261465>

Downloaded On: Aug. 21, 2025 7:39pm

Posted Aug. 21, 2025, set to expire May 10, 2026