

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Graduate Recruiter II  
Code: 13177  
Salary Grade: 58  
FLSA Status: Exempt  
Department/Division: Graduate School  
Reports To: In accordance with departmental policies.

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## *Summary*

- Function: To provide advanced professional knowledge and advice to prospective graduate students with information related to the graduate and doctoral programs; admissions requirements, online application questions, and registration.
- Scope: Responsible for the recruitment of highly qualified graduate students.

## *Duties*

- Typical:
  1. Work with the Director/Associate Director to develop and maintain a dynamic recruitment strategy to assist in the continued growth of the Graduate School to include: planning and attending relevant graduate recruitment events (i.e. graduate fairs, information sessions, open houses, online webinars and chats).
  2. Provide insight for the development of a comprehensive recruitment strategy and is able to provide consistent upgrading of efforts.
  3. Manage follow-up with prospective students to provide direct support.
  4. Enter (data entry), track and analyze program enrollment trends within team software systems including, but not limited to: online application system, CRM software, and Banner.
  5. Build and cultivate relationships utilizing various communication methods (phone, email, social media, web, social networking, etc.) to ensure proper advertisement of all graduate programs and follow-up with prospective graduate students.
  6. Assist with leading initiatives that are linked to the communications and marketing team to ensure that programs are being shared with appropriate audiences.
  7. Develop key contacts with other graduate fair coordinators to arrange visits to

<p>off-campus recruitment events.</p> <p>8. Partner with the student engagement staff, academic colleges and departments to coordinate events specific to graduate programs.</p> <p>9. Plan and organize events such as the annual Graduate Fair and other on-campus information sessions.</p> <p>10. Works on special projects as assigned by the Director, Associate Director, or Dean.</p> <p>11. Performs other related duties as required or directed. This includes, but is not limited to; assignments from the Dean that is not otherwise stated and are deemed related to the position.</p> <p>• <u>Periodic:</u></p> <p>1. N/A</p>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s Degree from an accredited institution.	Master’s Degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Strong organizational and analytical skills with the ability to assess and interpret enrollment trends for various colleges and departments.	Preferred experience working with non-traditional student populations and graduate students.
Excellent customer service, communication and interpersonal skills with culturally and ethnically diverse populations.	Experience working with CRM and online application software.
Demonstrated problem-solving and project management skills; ability to work independently and as a part of a team.	Understanding of the unique challenges and opportunities for marketing to and recruiting prospective university students with a background and other key influences in the graduate decision-making process.
Experience counseling, recruiting and cultivating relationships with prospective and current students.	
Results-oriented and have excellent writing and listening skills, outstanding interpersonal and professional presentations skills.	
Ability to work independently and with a team for successful outcomes.	
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years of experience working with students in admissions and/or recruitment in a higher education setting.	Three years of experience working in graduate admissions and/or recruitment

***Equipment***

<b>Required</b>	<b>Possible</b>
Advanced skills in Microsoft Office.	N/A
Experience with Banner.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Weekend and evening hours required. Flexibility to travel (approximately 40% of the time during the heavy recruitment season.)

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from Associate Director or Director of Graduate Recruitment and the Vice Provost and Dean of the Graduate School.	No direct supervision; may lead or oversee work for Graduate Recruiter I staff.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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