

The University of Texas at San Antonio

Job Description

Job Title: Recruitment and Retention Specialist
Code: 13178
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Position available in various departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide direct service to students in support of admissions information, development and retention.
- Scope: Responsible for the recruitment of students for designated programs and tracking and retention of students.

Duties

- Typical:
 1. Develops, implements, and maintains strategies for recruiting students. Develops recruitment materials for print and web publication.
 2. Coordinates, organizes and participates in programs, events and other recruitment opportunities.
 3. Meets with prospective students and provides information, guidance and assistance in the admissions process in group and individual settings.
 4. Assesses applicant qualifications in respect to program requirements. Provides recommendations for acceptance.
 5. Provides oversight and performs data entry in student database.
 6. Monitors student progress for program requirements and milestones.
 7. Meets with students or refers to counselors for assistance in addressing issues or deficiencies.
 8. Perform additional duties as assigned.
- Periodic:
 1. Provides data and reports for student tracking and submission to internal and external entities.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree in Education or in the field of program specialty from an accredited institution.

Other Requirements

Required	Preferred
Demonstrated excellent written and verbal communications skills.	N/A
Valid Texas Drivers' License.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of professional experience in higher education student admissions, recruiting or retention.	Similar experience in the program specialty.
	Experience working with a diverse student population.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	Frequent time spent away from office at recruitment fairs.
	State and local travel.
	Occasional evening and weekend work.

Supervision

Received	Given
Virtually self-supervising. Final results are appraised largely on the attainment of goals and objectives.	May directly or indirectly supervise support staff and/or student workers.

Accuracy

Proficiency in all duties performed.

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.

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.