

The University of Texas at San Antonio

Job Description

Job Title: Senior Graduate Recruiter
Code: 13179
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Graduate School
Reports To: Assistant Director of Graduate Strategic Enrollment

Summary

- **Function:** Functions as the Sr. Level position involved in identifying, recruiting and contributing to increasing the population of admitted and enrolled graduate students and/or responsible for program development and implementation.
- **Scope:** This position serves as a mentor and/or supervisor to other Graduate School recruiters and assist with developing and implementing recruitment plans, retention programming and/or UTSA Graduate admissions events both on and off campus.

Duties

- **Typical:**
 1. With the Assistant Dean for Graduate Strategic Enrollment and Asst. Director, develop and implement an annual graduate recruitment plan in collaboration with the Colleges to include strategies for communication, recruitment programs, marketing/website/social media presence and general prospective student management.
 2. Supervises graduate recruitment team to ensure consistent office coverage and recruitment process compliance for prospective student engagement. This includes performance evaluations, hiring, disciplinary processes, firing, mentoring and coaching and other related personnel issues.
 3. Travels and recruits at assigned recruitment events; this includes establishing community contacts in targeted areas.
 4. Responsible for fostering a service oriented recruitment approach.
 5. Responsible for ensuring consistent quality communications which are coordinated for prospective students, including inquiries and in progress applicants.
 6. Works with Fiscal Management team to coordinate travel for Graduate Recruiters.
 7. Coordinates and implements recruitment activities such as Graduate and Professional School Fair, the Graduate Admissions Preparation Program and other designated recruitment programs as assigned.

<ol style="list-style-type: none"> 8. Serve as designated Salesforce CRM super user for the Graduate School. 9. Coordinates training and staff development for Graduate Recruiters; Keeps Graduate Recruitment Standard Operating Procedures document up to date. 10. Develops working relationships with university colleges, departments, counselors and advisers to enhance customer service and satisfaction. 11. Represents Graduate Strategic Enrollment in a public-speaking capacity both on and off campus and maintains records of these activities. 12. Maintains a high level of working knowledge of university information, organization, opportunities and policies. 13. Constructs recruitment reports on recruitment event return on investment (ROI), inquiry pool, in progress applications, conversion rates and yield rates. 14. Performs other duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Participate in committees across campus 2. Represent Associate/Assistant Director in campus activities when needed 3. Participate in strategic planning and assessment for the department
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Education

Required	Preferred
Bachelor’s Degree from an accredited university	Master’s Degree from an accredited university

Other Requirements

Required	Preferred
Demonstrated organizational, written, and verbal communication skills	N/A
Excellent interpersonal skills; organizational skills; ability to multi-task and work cooperatively with others.	
Criminal Background Check (CBC)	

Experience

Required	Preferred
Four years of progressively responsible experience in admissions, recruiting, advising and/or related enrollment and/or student service in a higher education setting.	Four years of experience in recruitment working in a Graduate School or Higher Education
	Two years of supervisor experience

Equipment

Required	Possible
Standard Office Equipment	N/A

Extensive travel required with personal car and/or company car	
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Working Conditions

Usual	Special
Regular office hours. Evening and weekend hours will be frequent	N/A

Supervision

Received	Given
General supervision from superiors.	Direct and indirect supervision to assigned staff members

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.

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.
