

The University of Texas at San Antonio

Job Description

Job Title: Graduate Recruiter / Admissions Counselor
Code: 14442
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Graduate School/Vice President Academic Affairs
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide prospective graduate students with information related to graduate and doctoral programs. Assist in the coordination and dissemination of professional knowledge, advice and counseling skills regarding the institutional graduate student admission process, online application questions, and registration. To work collaboratively with admission counselors and graduate recruiters in all aspects of recruitment and admissions from identifying prospects to enrollment.

- Scope: Responsible for understanding the needs of students, interpreting admission rules and procedures, and recruitment of highly qualified graduate students.

Duties

- Typical:
 1. Work with the Director/Associate Director/Senior Recruiter to develop and maintain a dynamic recruitment strategy to assist in the continued growth of the graduate program to include: planning and attending relevant graduate recruitment events (i.e. graduate fairs, information sessions, open houses, online webinars and chats).
 2. Manage follow-up with prospective students to provide direct support.
 3. 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.
 4. 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.
 5. Develop key contacts with other graduate fair coordinators to arrange visits to off-campus recruitment events.

6. Partner with the student engagement staff, academic colleges and departments to coordinate events specific to graduate programs.
7. Plan and organize events such as the annual Graduate Fair and other on-campus information sessions.
8. Assists with carrying out strategies of the graduate admissions plan.
9. Responsible for advising, problem solving, and counseling graduate students and parents regarding financial aid, registration, and admissions,
10. Assists with application review, data entry, and processing.
11. Replies to phone calls, correspondence and e-mail from graduate students and their family members.
12. Coordinates, organizes and participates in programs and events both on and off campus.
13. Reviews files, enters data, makes recommendations and tracks graduate student progress in the admissions process.
14. Maintain student records and documentation.
15. Evaluates and calculates transcripts and submits required reports for review.
16. Performs other duties as assigned.

- Periodic:
 1. Prepares reports and evaluations.

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s Degree from an accredited institution.

Other Requirements

Required	Preferred
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 Banner, 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.	Knowledge of University processes and procedures.

Demonstrated ability to use tact, diplomacy and discretion in all matters.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year experience working with students in an academic setting in areas of advising, admissions and/or recruiting.	One year of experience working with students in an academic or advisory setting, preferably in higher education.

Equipment

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

Working Conditions

Usual	Special
Usual office conditions.	N/A
Significant travel is required.	

Supervision

Received	Given
General supervision from Senior Graduate Recruiter and Associate Director.	None.

Accuracy

Accurate evaluative judgment of admission and transfer applications.
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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.
