

NOTICE OF VACANCY

POSITION TITLE: Recruitment & Admissions Specialist

SALARY: \$38,000

REPORTS TO: Director of Recruitment, Scholarships & First Year Retention

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: On or before August 15, 2024

SUPERVISORY DUTIES: N/A

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

POSITION SUMMARY:

The University of Science & Arts of Oklahoma seeks a dynamic professional to serve as a Recruitment & Admissions Specialist. The specialist will recruit students in support of the mission and goals as it pertains to the university and the Admissions & Recruitment team.

RESPONSIBILITIES:

- Maintaining positive telephone, electronic and in person communication with prospective students, parents and counselors, including appropriate and consistent follow up regarding admission requirements and student admission status.
- Effectively organize and strategize both in-office and while traveling, to maintain positive interactions and professional relationships on behalf of USAO with students, parents, and other colleagues in higher education.
- Managing a territory of prospective students through activities such as high school visits, meetings with guidance counselors, attendance at college fairs, coordinating campus

recruitment events, and maintaining an aggressive campaign of written and telephone communication with prospective students, parents, school counselors, etc

- Regularly entering, managing and compiling admissions data for all prospective and accepted students and issuing reports upon request
- Accurately analyzing student academic levels and extracurricular standing in order to provide the most up-to-date information to prospective students and their families regarding scholarships, their qualifications, and possible exclusions.
- Assist in coordinating and generating creative ideas for various social media platforms. Actively participating in university sanctioned social media outlets by collaborating in reposting, sharing, retweeting, and “liking” Admissions & Recruitment promotions, announcements, scholarship opportunities, and events.
- Collaborating with other departments, faculty and staff to effectively recruit students and work together as a university.
- Managing the recruitment CRM (Slate).
- Preparing for and participating in all department sponsored events and collaborations.
- Representing USAO at presentations, college fairs, conferences, schools, public settings, etc.
- Additional duties as assigned.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

Required:

- A bachelor’s degree from an accredited institution A valid Oklahoma driver’s license
- Ability to travel and work flexible hours Ability to work with a diverse range of people.
- Strong public speaking, written and interpersonal communication skills.
- Teamwork skills.
- Customer service-oriented computer and technological skills
- Social media skills

Preferred:

- Two plus years of professional work experience or an advanced degree in a related field
- Experience in higher education outreach/recruiting or equivalent experience in sales and marketing.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.