

NOTICE OF VACANCY

Position Title: Recruitment & Admissions Specialist

Salary: \$34,000 Annually

Reports to: Vice President of Enrollment Management and Student Life (VPEMSL)

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: January 2024

Supervisory Duties: None

Position Summary of Responsibilities:

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.

Essential Duties & Tasks:

- 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:

- A bachelor’s degree from an accredited institution
- A valid Oklahoma driver’s license
- Ability to travel and work flexible hours.
- Commitment to student success, collegial decision making, and collaborative leadership.
- Demonstrated effectiveness in working with a diverse student, employee, and community population.

Preferred Qualifications:

- 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
- Previous experience working with a CRM.

Skills & Abilities:

- Demonstrated effective oral, written, and interpersonal communication skills.
- Strong public speaking skills
- Excellent collaboration and teamwork skills; can-do attitude.
- Customer service oriented

- Computer skills; technologically savvy
- Advanced social media skills
- Excellent time-management and decision-making skills.
- Demonstrated ability to professionally interact and relate to individuals with diverse backgrounds.
- Demonstrated ability to be highly productive and meet or exceed business goals and the university's mission.
- Computer proficiency, including working knowledge of word processing, spreadsheets, and database software.

To Apply:

Complete the USAO application at (<https://usao.edu/about/personnel.html>), as well as submit a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu. You may also mail the requested documents to the Human Resources Office :

University of Science and Arts of Oklahoma
1727 W. Alabama, Chickasha, OK 73018-5322
ATTN: Human Resources Office/Troutt Hall/Room 218

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.