## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>18880</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Student Recruitment Coordinator Sr.</td>
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<td>Student Recruitment Coordinator Sr.</td>
</tr>
<tr>
<td>Campus Location</td>
<td>Tempe</td>
</tr>
<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Open</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Close Date</td>
<td>December 21, 2015</td>
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</table>

### Job Description

Under general supervision, develops and coordinates undergraduate student recruitment functions to include recruitment campaigns, events, admissions, and cultivating community partnerships. Controls planning and ensures that recruitment program goals and objectives are accomplished in accordance with School/College priorities.

### Minimum Qualifications

Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

### Desired Qualifications

- Demonstrated knowledge of the principles and practices pertaining to the assigned department.
- Demonstrated knowledge of management and supervisory principles and practices.
- Demonstrated knowledge of budget management methods and techniques.
- Demonstrated knowledge of marketing and sales techniques.
- Experience in problem solving and decision making.
- Experience in planning, analyzing and coordinating activities and establishing priorities.
- Evidence of effective communication, both verbal and written.
- Experience in establishing and maintaining effective working relationships.
- Evidence of experience in designing presentation materials with an understanding of the audience.
- Demonstrated knowledge of Microsoft Office applications including email, spreadsheet, presentations and documents.
- Experience in presenting materials to diverse audiences.
- Experience in coordinating large scale events, programs and recruitment campaigns.
| Experience in working effectively in an environment subject to tight deadlines and potentially conflicting priorities.  
Experience in stimulating changes in individual, institutional, and corporate behaviors to create a more sustainable environment. |
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<td><strong>Working Environment</strong></td>
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| Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.  
Required to stand for varying lengths of time and walk moderate distances to perform work.  
Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds.  
Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.  
Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. |
| **Essential Duties** |
| Develops, coordinates, and implements strategic plans for the recruitment of undergraduate students.  
Coordinates recruitment programs and events for college/department.  
Represents the college/department and serves on various department and university committees.  
Serves as a point of contact for prospective students and acts as a liaison with the community, students, faculty and staff in facilitating college/department recruitment plan.  
Builds and maintains strong working relationships with lead faculty members, community partners, businesses, community colleges, high schools and organizations identified in the student recruitment plan.  
Develops, plans, and facilitates workshops, meetings, recruitment events, campus tours and presentations with high impact on program; coordinates logistics, scheduling and participant communications.  
Maintains contact with prospective students; assists with admission process, registration procedures.  
Responds to student questions and concerns in a timely manner.  
Works collaboratively with academic units and services throughout the University to facilitate student support.  
Assist in the development, editing and distribution of recruitment items, brochures and documents. |
- Initiates and prepares administrative reports and documents.
- Works closely with faculty and staff to meet recruitment goals.
- Assesses recruitment programs and events for effectiveness.
- Attends local and statewide seminars, events, workshops and conferences.
- Recommends and monitors compliance with department policies and procedures.
- Initiates and prepares administrative reports.
- Develops work plans in accordance with established unity and department objectives and funding limitations.

Department Statement

As one of America's largest producers of teachers and as a leader in cultivating transformative school leaders in the nation's PreK - 12 schools, ASU's Mary Lou Fulton Teachers College (MLFTC) prepares 1,500+ teachers annually through its multiple preparation programs which include undergraduate and graduate degree programs offered through traditional and non-traditional pathways.

Mary Lou Fulton Teachers College continues to rise in the rankings of the nation's top education graduate programs, climbing to No. 17 and tying with University of California-Berkeley and the University of Kansas according to the 2015 U. S. News & World Reports Best Graduate Schools rankings, released March 10, 2015.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex,
<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tbody>
<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.</td>
</tr>
<tr>
<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated. Resumes should clearly illustrate how prior knowledge and experience meet the minimum and desired qualifications stated in this requisition. Only electronic applications are accepted. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</td>
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</tbody>
</table>
| Instructions for ASU Online Employment Applications | - Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to apply for an ASU job now.  
- For staff positions click on **Internal Applicants** (for existing ASU employees) or **External Applicants** (you must create an ASU account or enter existing account information).  
- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **Search Openings** to locate positions of interest.  
- From the Search Openings page, customize your search or simply click the **Search** button to view all ASU staff job openings.  
- From the Search Results page, scroll to positions of interest and click on the red Requisition ID **18880BR** at the left to apply.  
- From the Job Details page, review the posted job description and click the **Apply To Job** button to begin the online application process.  
Then, answer the questions to complete the ASU Kenexa online employment application (Note: you will be asked to submit your cover letter, resume and three personal references as part of the application process). |