# Student Recruitment Coordinator

*(Job Number: 45748)*

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Tempe</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<td>Close Date</td>
<td>October 3, 2018</td>
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## Job Description

Under general supervision, develops and coordinates undergraduate and/or graduate 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.

## Essential Duties

- Develops, coordinates, and implements strategic plans for the recruitment of undergraduate and/or graduate students.
- Coordinates recruitment programs and events for college/department.
- Represents the college/department and serves on various department and university committees.
- Serves as 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; assist 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.
- Access recruitment programs and events for effectiveness.
- Attend local and statewide seminars, events, workshops and conferences.
- Recommends and monitors compliance with department policies and procedures.
- Initiates and prepares administrative reports.
- Develop work plans in accordance with established unity and department objectives and funding limitations.

## 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.
- 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 a diverse audience.
- Experience in coordinating large scale events, programs and recruitment campaigns.
- Ability to lift 40 pounds.
- Experience in presenting materials to a diverse audience.
- 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.
- Experience in leading by example in communicating, participating and encouraging support of the institution's sustainability programs.

### Working Environment

- 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.
- Frequent bending, reaching, lifting, pushing and pulling up to 40 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.

### Department Statement

Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor’s, master’s and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou
Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities

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, religion, national origin, disability, protected veteran status, or any other basis protected by law.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

Instruction 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 Jobs at ASU.

- Select **External Staff Job Opportunities** if you’re not currently an ASU employee (you must create an account or enter existing account information).
- Select **Internal Staff Job Opportunities** if you’re a current ASU employee.
- Enter Requisition ID **45748BR** in the Search box.
- Click the red job title to view the entire job description.
- To apply, select the check box to the left of the job title and click on **Apply to job(s)** at the bottom of the screen.
- Click **Let's get started** to begin the application process.