Undergraduate Student Recruitment Coordinator (West)  
(Job Number: 58924BR)

<table>
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<tr>
<th>Campus Location</th>
<th>West</th>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Salary</td>
<td>Depends on Experience</td>
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<td>Close Date</td>
<td>February 21, 2020</td>
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**Job Description**  
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 nearly 6,000 educators annually through bachelor’s, master’s and doctoral degree programs.

Reporting to the assistant director for undergraduate student recruitment, the undergraduate student recruiter will serve an integral role on a dynamic recruitment team charged with recruiting and yielding students into undergraduate degree programs at Mary Lou Fulton Teachers College, one of the leading colleges of education in the U.S. The recruitment team is part of an integrated marketing and communications team that strengthens the college’s engagement with a number of constituencies: prospective students for our bachelor’s, masters and doctoral programs; applicants to those programs; alumni; foundations; and policymakers and influencers involved in the national conversations about education.

The undergraduate student recruiter will be a part of a team of three undergraduate recruiters. Working at times individually and also together, recruitment team members recruit students to enroll in undergraduate degree programs on ASU campuses and other class locations as assigned, meeting new student enrollment goals set by the university and the college. The programs include elementary education, special education, secondary education and educational studies. Some, but not all, programs lead to teacher certification in the state of Arizona.

The undergraduate student recruiter works independently to meet his or her own new student enrollment goals and also works as a member of a team to meet team goals. The recruiter is also responsible for building and maintaining relationships with K-12 schools and districts, community colleges, community organizations and other strategic partners to develop and leverage recruitment opportunities in service of individual and team enrollment goals.

The successful candidate will be skilled at building affinity with individual prospective students, applicants, and admits, influencing their enrollment decisions. Affinity is built via telephone communication, written communication, and in-person meetings and events. The successful candidate will also be skilled at building and maintaining relationships with partner organizations and leveraging those relationships to recruit students. The successful candidate will effectively compare and contrast the value of the...
college's programs to those of its competitors, be a persuasive public speaker, and build trust.

The person in this position needs to be able to advocate professionally for the field of education and for future of educators in Arizona and nationally. Key partners within the college will include the other members of the graduate and undergraduate recruitment team, members of the marketing team who will provide communications support for the recruitment team, and other ASU recruiters at both the University and college levels.

In this role, the undergraduate student recruiter will gain a strong recruitment skill set and have opportunities to contribute to marketing and communications strategies and deliverables. This position is designed for people who have an interest in pursuing careers in the higher education sector and who have a specific interest in the recruiting and integrated marketing communications functions in a large, complex organization with both local and global profiles.

**Essential Duties**

- Recruit prospective undergraduate students to MLFTC programs.
- Work independently to meet enrollment goals for assigned segment, work with other recruiters to meet team goals, motivating teammates to succeed, collaborating with assistant director, director, and others partners.
- Build relationships with prospects and applicants, maintaining regular communication with the applicant funnel (application, admitted, yield, enrolled) through telephone communication and email with the intent to influence decisions to enroll, per departmental best practices and procedures.
- Conduct weekly calling campaigns to influence prospective students, applicants, and admits.
- Log phone, email, in-person meetings, and event activities in Salesforce per departmental best practices and procedures.
- Partner with other recruiters to answer recruitment team phone line and email account, generate leads and respond to inquiries per departmental best practices and procedures.
- Design and recruit for events designed to influence prospective students, applicants, and admits to enroll in MLFTC programs.
- Work with other members of the recruitment/marketing team, faculty and others to design and deliver unique, immersive experiences designed to communicate the college’s value and influence prospective students, applicants, and admits.
- Lead events and group presentations, both face-to-face and virtual, as assigned.
- Generate leads at assigned events per departmental best practices and procedures.
- Explain MLFTC programs and benefits using a sales-minded approach to increase enrollment.
- Persuasively and professionally communicate with students and their families during the college decision process.
- Understand and effectively communicate the value of financial aid/award packages to students and their families.
- Rapidly acquire knowledge of the college’s portfolio of undergraduate programs and services including financial aid, communicating benefits to prospective students and their families.
- Rapidly develop an understanding the college’s key initiatives, communicating their value to prospective students and their families.
- Travel, as needed, within Arizona and potentially out of state, to meet personally with groups of prospective students.
- Serve as the recruitment contact for assigned K-12 schools, school districts, community colleges, and other partner institutions.
- Represent the college and its undergraduate programs to external audiences of high-school personnel, community college personnel, higher-education personnel, prospective students, and others.
- Work with external clients/audiences to identify potential recruitment opportunities for the college.
- Embrace challenges and demonstrate ownership of individual and team goals with a positive attitude.
- Work independently, solve problems, and make strategic decisions.
- Deliver and receive constructive critical feedback with professionalism.
- Monitor and report on progress toward meeting individual and team goals, making recommendations to assistant director and director as needed to improve performance.

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<th>Minimum Qualifications</th>
<th>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.</th>
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| Desired Qualifications | - Experience in a higher education recruitment environment.  
- Experience in sales, outreach and/or proactive customer service environments.  
- Experience tracking prospect and recruiter actions in Salesforce or comparable application.  
- Demonstrated ability to persuade others and build affinity through written and oral communication, including public speaking and one-on-one conversations.  
- Experience in discretion and confidentiality when handling or exposed to sensitive information.  
- Experience thriving in a fast-paced work environment and pursuing multiple projects simultaneously.  
- A passion for education and an unwavering commitment to advocate for educators, both pre-service and in-service. |
| Working Environment    | Position is located at the West campus, but local travel is expected to perform duties in the field at K-12 sites, community colleges, and other partner organizations.  
Duties are performed in an environmentally controlled office setting subject to extended periods of sitting, telephone communication, 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 6,000 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.

MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and 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 80,000 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

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.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a
Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.

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<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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<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>
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| 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.  
https://cfo.asu.edu/applicant |