

Student Recruitment Coordinator - Doctoral Programs (Job Number: 89028BR)

Campus Location	Tempe
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Salary	\$42,000 - \$60,000 per year; DOE
Close Date	March 20, 2023
Job Description	<p>ASU's Mary Lou Fulton Teachers College is seeking a qualified, collaborative, and learner-centered individual to provide recruitment and admission related student services as part of a team for online, in-person, and hybrid graduate students in Doctoral degree programs. The MLFTC Office of Student Services and the MLFTC Doctoral Team are responsible for providing exemplary services and support to students in our doctoral programs. Our unique team-based model focuses on personalized engagement to deliver exceptional service and support for every learner we serve. The team-based model also contributes to creating a dynamic and positive environment for employees, where collaboration and support are hallmarks of the staff experience.</p> <p>The Student Recruitment Coordinator will serve as a key contributor to prospective student enrollment, providing guidance and support to prospects and applicants through the application process. Additionally, the Student Recruitment Coordinator partners closely with program faculty to support the marketing of doctoral programs, including the facilitation of prospective student information sessions, campus visits, and other events in support of new student enrollment.</p>
Essential Duties	<ul style="list-style-type: none"> • Serve as a critical point of contact for domestic and international prospective students through in-person meetings, emails, calls, or texts to answer initial questions and assist with enrollment through admission. Regularly communicate with applicants the status of their application, including any remaining documents or requirements, and follow-up for denied applicants. • Foster a culture of engagement with prospective students by learning about them, providing swift responses to inquiries, and providing support throughout the enrollment process. • Work closely and collaboratively with faculty, other members of the MLFTC Doctoral Team and Office of Student Services, and other ASU units to work through challenges and solve unique situations for prospective students that enable them to complete their applications. • Assists in the development and distribution of recruitment materials, including prospective student communications, information sessions, programmatic advisement resources, guides, etc. • Plans and coordinates on and off-campus recruitment programs for prospective students, including campus visits, information sessions, application workshops, and community partnerships.

	<ul style="list-style-type: none"> • Travel, as needed, within the Phoenix metropolitan area to attend events and meet with groups of prospective students and/or support organizational partnership opportunities. Occasional evening or weekend hours may be required. • Guides and assists international students through student visa and immigration processes.
Minimum Qualifications	<p>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.</p>
Desired Qualifications	<ul style="list-style-type: none"> • Evidence of a master's degree from a regionally-accredited college or university. • Experience in recruiting students in the higher education context, outreach and/or proactive customer service environments. Experience working in the recruitment of graduate students is a plus. • Demonstrated ability to build affinity through written and oral communication, including public speaking and one-on-one conversations that take place in person and by telephone. • Demonstrated understanding of higher education, including best practices for the recruitment and admission of graduate students. • Poise and an engaging empathetic communication style based on natural warmth and enthusiasm are keys to achieving the objectives of the job. • Experience thriving in a fast-paced work environment and pursuing multiple projects simultaneously. • Ability to understand, quickly react and motivate others to adapt to the changing organizational environment. • Ability to establish and maintain effective professional working relationships with peers, faculty, students, administration and other interested parties. • Skill in applying the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes. • Experience in providing thorough and complete attention to detail, following multi-step processes, and maintaining accurate records.
Working Environment	<ul style="list-style-type: none"> • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse • Frequently required to stand for varying lengths of time and walk moderate distances to perform work • Frequent 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 • Frequent travel in the field to K-12 sites, community colleges, and other partner organizations in the greater Phoenix area, involving operation of a personal motor vehicle • Position receives regular review of objectives

	<p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p>Flexible work options</p> <ul style="list-style-type: none"> • Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times. • Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.
<p>Department Statement</p>	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. 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 capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
<p>ASU Statement</p>	<p>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.</p> <p>ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree</p> <p>AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.</p> <p>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.</p>

	<p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> 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 hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/relocation-services.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #89028BR</p>