

University of Houston – Clear Lake

Position Description

Job Title: **Senior Recruitment Coordinator**

Job Code: **3870**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required.	Master's degree in Student Personnel Counseling, or related area preferred.
Experience	Two years in Admissions/Registration Services	Two years of supervisory experience/advising component recommended.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for managing the development and implementation of all recruitment activities (on and off campus) for graduate and undergraduate students, including students from underrepresented groups. Supports the UHCL campus in community outreach and recruiting efforts. Responsible for providing pre-admission counseling to prospective students, which includes disseminating information regarding admission procedures and policies, and university service and programs. Evaluates recruitment materials and assists in the design and update of publications. Participates in off-campus recruitment at area community colleges, high schools, businesses, and community events. Responsible for recruitment initiatives as designated by the Director of Enrollment Management. Overnight and weekend travel required.

Duties and responsibilities	% Time
Responsible for oversight of recruitment activities, on and off campus for graduate, undergraduate students and students from underrepresented groups; advise prospective students; assist with, and participate in, on campus and off campus programming; supervises the coordination of recruitment calendar, 2+2 transfer plan updates, Unilink/high school outreach; conducts public presentations; supervision of student recruitment coordinators, coordinator of special events.	45
Maintain collaborative working relationships with UHCL faculty, staff, students; community colleges, high schools, businesses, community agencies.	20
Provides support for the recruiting function of the office including participation in off-campus recruitment, and on-campus events. Must be able to give public presentations. Disseminates information about admission policies and procedures to prospective students and internal and external constituents.	15
Assists in formulation of changes in admission policies and procedures and in development of the annual recruitment plan. Produces monthly reports on recruiting efforts, counseling contacts, budget activity, and annual plan progress.	10
Assists with the maintenance of the OES website as it pertains to recruitment and transfer information. Assists in the development of printed materials to be used in recruitment efforts.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.