



WEST VIRGINIA STATE UNIVERSITY

Admissions Recruiter Office of Undergraduate Admissions

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

Under the direction of the Director of Undergraduate Admissions, the Admissions Recruiter will manage all phases of recruitment, admissions and enrollment functions within assigned regional and national territory. Develop and sustain relationships with high school guidance counselors and community college coordinators to recruit prospective students.

This is a non-classified, non-essential, FLSA exempt, full-time, benefits eligible position.

Responsibilities for the Admissions Recruiter

- Manage and execute all aspects of recruitment and admissions strategies through the utilization of an integrated data driven enrollment management methodology to achieve enrollment funnel conversion and yield rates.
- Establish and maintain active interpersonal relationships with prospective students, high school guidance counselors and community college coordinators to effectively promote the University and generate continuous of viable prospects and applicants into the student engagement funnel.
- Utilize customer relations management (EMAS Pro) system to manage communication flow of prospective students within assigned regional and national territory.
- Execute written and telephone communication to prospective students to engage them in the recruitment and admissions process to generate interest and/or an application.

- Maintain communications with prospective students, high schools, community college contacts within assigned regional and national territory through direct and electronic mail, telephone, text messages, and social media outlets.
- Attend and represent the University at national and regional college fairs. Travel will encompass both independent and team travel, evening and weekend hours, and driving long distances that require overnight stays.
- Coordinate personal visits to high schools and community colleges within assigned regional and national territory to generate prospective student interest and/or applications.
- Provide presentations to small and large group of prospective students, families, high school guidance counselors, community college coordinators and others that visit campus.
- Performs other duties as assigned.

Requirements for the Admissions Recruiter

- A Bachelor's degree in a related field with at least two or more years of admissions experience or combination of equivalent admissions and/or student services experience, with such work showing a progression of broader and more complex job responsibilities and accomplishments. Additional years of experience may be substituted for the required education on a year for year basis.
- Demonstrated ability to effectively organize and manage multiple projects and priorities, establish goals, and produce timely desired results.
- Demonstrated experience in record maintenance, word processing and data entry skills.
- Proficiency in working with customer relations management systems and student information system databases (e.g. Banner, EMAS Pro, Hobson's CONNECT, People Soft) and possess the ability to compile data and produce reports.
- Superior written, oral, and interpersonal communication skills, group presentation skills, and proven ability to work with diverse constituencies, and a clear customer service orientation.
- Must possess the willingness and ability to work an unconventional work schedule that includes evenings and weekends.
- Must be able to perform overnight travel and possess a valid driver's license.
- Successful candidate must pass a background check

Salary Statement

This position is a pay-grade 4.

Closing Date

This is a continuous posting to create an applicant pool for current and future hiring needs. Openings may or may not exist at this time. Applications are evaluated on an as-needed basis only when hiring managers have a position that needs to be filled. Applicants of continuous postings may or may not be notified as to the outcome of their candidacy. When new continuous postings become available, we encourage you to reapply.

To Apply

In order to be considered for this position, candidates are required to submit a cover letter, resume, unofficial transcript, and three professional references (name, title, address, telephone number, and

e-mail address). Please submit application materials via email in PDF (preferred) or Word to: **hr@wvstateu.edu** or mail to:

**West Virginia State University
Department of Human Resources
P. O. Box 1000/105 Cole Complex
Institute, WV 25112**

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu. You may also visit wvstateu.edu/Admissions for additional information.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or Justin.Cherry@wvstateu.edu.