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**JOB TITLE: Graduate Recruiter Grade:**

**REPORTS TO:** Director of Graduate and Transfer Admission

**BASIC FUNCTION:** This effective and experienced admission recruiter will initiate and lead front-line recruitment efforts of new graduate students. This individual will communicate the university’s academic programs to prospective students, college and university partners, community organizations and businesses. This position serves as the first contact for prospective students interested in St. Edward’s graduate programs and will be part of a team working to recruit all graduate and undergraduate transfer students to the university. The Graduate recruiter executes strategies to identify and attract high quality candidates to the appropriate Masters programs in the Bill Munday School of Business and the School of Human Development and Education through managing the recruitment and admission of new graduate students to meet program goals. Identifying qualified candidates, developing effective recruitment strategies, engaging in corporate and community outreach, and managing the application process for these programs are central duties of this position. This position will work closely with faculty and staff in delivering effective recruiting messages and events promoting groundbreaking programs that support creative thinking, critical analysis, global collaboration, lifelong learning, adaption to change, and ethical behavior. The Graduate recruiter is responsible for both meeting recruitment goals within the assigned programs and developing and implementing successful strategies for recruitment.

**QUALIFICATIONS:** Bachelor's degree required. Master's degree preferred. Passion for education and helping people achieve their goals. Experience working in the field of college admission and recruiting or at least three years of professional experience in business recruiting, sales, or higher education preferred. Candidates must demonstrate strong oral/written communication, interpersonal, and organizational skills. Consultative approach to guide prospective students through the university application and admission process. Experience communicating complex information to diverse audiences and the ability to establish relationships over phone, text and email. Experience using a CRM. Must work effectively with a diverse student population. This position requires high levels of energy, commitment and initiative. Ability to travel required. A valid driver's license and an acceptable driving record required. Ability to comply with workplace guidelines and attendance requirements. Successful completion of an employment and/or criminal history background check required. Position occasionally requires periods of travel and may call for weekends away from Austin. Occasional evening and weekend duties required.

**GENERAL RESPONSIBILITIES:**

Identify and recruit graduate students from new population sources within the community.

Develop relationships with local companies and organizations through in-person outreach and programming.

Meet stated targets for new partnerships and enrollment goals for each program.   
Compile and analyze data to produce territory management reports and projections and recommend changes or enhancements to recruitment strategies.  
Identify qualified students through outreach to colleges, civic organizations and local businesses.  
Review admission applications.  
Monitor students' progress from inquiry stage through initial enrollment.  
Participate in event planning and related recruitment projects.  
Collaborate with faculty and other members of the university community in providing accurate information about our innovative graduate curricula to prospective students and partners.  
Perform other duties as required.

**SCHEDULE:** Generally, the hours for this non-exempt position are Monday through Friday, 8:00am – 5pm, but the incumbent must be flexible to meet the department’s needs.

**OCCUPATIONAL GROUP:** Non-Exempt/Professional

**SUPERVISION RECEIVED:** General supervision is provided by the Director of Graduate and Transfer Admission

**SUPERVISION EXERCISED:** None

**PHYSICAL REQUIREMENTS:** The expectations listed below are representative of the abilities that may be needed to fulfill duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.** Physical strength/endurance to enable the individual to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to climb stairs, ladders or scaffolding as necessary.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* Possesses dexterity abilities required to perform typing, operate a computer and other office equipment, to perform filing, and related job responsibilities and attention to detail competence.
* Physically able to spend significant time reading both on paper and on a computer.
* Ability to travel by car and plane for University business. Ability to drive.

**EXPECTATIONS:** The incumbent is expected to have or possess:

* Ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the supervisor.
* Demonstrated ability and interest in growth and learning new skills.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
* Adhere to the policies and procedures established by St. Edwards University.

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.*

Employee (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Employee (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­