

**USF Job Class Description**

JOB CODE: 9232

JOB TITLE: Admissions Recruiter/Advisor

PAY PLAN: 21

CAREER BAND: E

FLSA: Exempt

CBU: 29

Effective 04/20/2007

Updated: 1/03/2022

**Job Title:       Admissions Recruiter/Advisor**

**Job Summary**

An Admissions Recruiter/Advisor supports the enrollment efforts of a campus, college, school or department by providing admissions information to prospective or newly admitted students, creating communication materials, and by representing the university at onsite locations such as high schools and community colleges.

**Nature of Work**

This position typically reports to an Assistant Director of an admissions department, but may also report to a Chair, Program Director, Associate Dean, or other appropriate administrator. This is professional work in college admissions requiring considerable contact with prospective or newly admitted students. The Admissions Recruiter/Advisor is a complex administrative position that should maintain extensive knowledge of university admission requirements, policies and procedures in order to interpret those regarding admissions. Incumbents must be able to implement a comprehensive recruitment strategy within a specific territory or specific population of students and advise students on enrollment requirements.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Communicate with prospective students, parents and community through appointment, telephone, email and other materials.
- Assist with the development of enrollment marketing publications and communications including letters, brochures, website postings, electronic mail and other mediums.
- Presents information about the benefits of an education from the department, college or area being represented at onsite locations and to on-campus visitors.
- Foster and develop relationships with schools or other areas being recruited from.
- Compile recruitment data from Banner/OASIS and other academic records.
- Audits student records and notifies students/potential students of problems with their academic records including transcripts, registration, prerequisites, etc...
- Audits student data and conducts statistical research to target population for recruitment and judge recruitment effectiveness.

- Coordinate recruitment programs such as scholarship awarding programs, summer admissions programs, or national student exchange programs.

**Minimum Qualification Requirements**

This position requires a Bachelor's degree in related field. Alternatively, in specialized academic areas, the position may require a degree in that field of study. Work experience may not be substituted for the Bachelor's degree requirement for this position.