07-Feb-2018

Graduate Programs Student Recruiter Specialist
39418BR

Job Description

The W. P. Carey School of Business, Graduate Programs, is looking for a Graduate Programs Student Recruiter Specialist who is poised, results oriented with the enthusiasm to fill cohorts of students who are focused on building opportunities for themselves through a valued experience in obtaining a master’s degree from one of the top business schools in the country. This position requires an extremely perceptive person, who is capable of relating to individuals at all levels and is able to promote our programs through lively engagement and collaboration ultimately to net a positive impact on enrollment.

Campus/Location
Campus: Tempe

Department Name
WPC GPO Dean

VP Code
EXEC VP/PROVOST

Job Family
Marketing & Media Relations

Full-Time/Part-Time
Full-Time

Scope of Search
Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Category
02

Salary Range
Depends on experience

Close Date
21-February- 2018

Essential Duties

- Works as a team with other recruitment and admission staff to collectively interface with potential students through the selection and admission process of various masters programs.
- Develops and generates student leads for master's programs through various venues; face to face, phone, on-line and on and off campus events, as well as providing counseling on program benefits.
- Participates in the admission and application process by conducting interviews, processing applications with supporting materials monitoring progress.
- Understands the given requirements to evaluate all application components in order to render an admission decision and/or scholarship award.
- Coordinates and/or assists in creating internal and external communications to new student leads, prospective students and admitted students; and resolves any problems as needed.
- Builds rapport and maintains communication with perspective students regarding degree programs.
- Maintains activity on prospective student contacts; application progress using an applicant management system and qualifies prospective students through program enrollment requirements and admissions.
- Represents the program through various presentations and attended activities such as college fairs and community meetings.
- Plans and coordinates on and off campus recruitment programs for prospective students.

**Days and Schedule:** Monday - Friday from 8:00 am - 5:00 pm with extended hours including evenings and weekends as needed.

In and out of state travel may be required.

**Minimum Qualifications**

Bachelor's degree in a related field and three (3) years related experience, one (1) of which includes professional sales and/or direct marketing-related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Travel commitments may include domestics and international requirements involving extended and/or protracted periods of time.

**Desired Qualifications**

- Demonstrated knowledge of graduate admissions practices and principles.
- Demonstrated knowledge of federal regulations pertaining to international students.
- Experience in understanding customer service perspectives and needs.
- Experience in applying marketing/selling techniques and methods
- Experience in designing promotional presentation materials and giving public presentations
- Experience in planning and directing promotional activities.
- Experience in creating student admission activity reports.
- Experience in analyzing data to make informed recruitment decisions.
- Experience in working in a higher education setting with diverse populations and cultures.
- Experience in using Microsoft Office (i.e., Excel, Word, PowerPoint, Outlook).
- Experience in CRM systems such as PeopleSoft and Salesforce.
- Evidence of effective verbal and written communications, including grammar and spelling.
- Experience in composing, editing and proofreading written and electronic materials.
- Demonstrated knowledge of current issues and trends in graduate management education and related admission practices.
- Experience in tracking activity of applications and enrollments.
- Experience in producing reports of the analysis and evaluation of activities.
- Experience in meeting sales goals.
Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse.
- 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.
- Communicate to perform essential functions of the job.
- Use standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.
- This position receives annual managerial review of objectives.
- Work extended hours, including evening and/or weekends, as needed.

Department Statement

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 14,000 students pursuing undergraduate, master's, and PhD degrees. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking.

Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

"The W. P. Carey School of Business educates tomorrow's business leaders, takes an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale."

ASU Statement

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 90,000 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.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

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.
Employment Verification Statement

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

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.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.