PAYROLL TITLE Admissions/Recruitment Specialist 2 (TC 4508)

Working Title: Assistant Director of Recruitment

POSITION PURPOSE:
The Assistant Director of Recruitment actively supports the development and execution of recruitment activities for the A. Gary Anderson Graduate School of Management (AGSM) and conducts or participates in recruiting prospective graduate students. The Assistant Director works closely with other members of the Graduate Programs Office, including the Associate Director of Graduate Programs Recruitment, and reports to the Director of Graduate Programs.

The Assistant Director interacts with prospective students from a variety of academic, cultural, national, and socioeconomic backgrounds. The position counsels prospective applicants on the various graduate programs available, application criteria, and financial aid programs. The Assistant Director assesses candidates’ backgrounds and future academic/career goals to effectively advise them of appropriate programs.

As the A. Gary Anderson Graduate School of Management has multiple self-supporting programs dependent upon student enrollment, this position has a significant impact on the School’s revenue generation.

ESSENTIAL FUNCTIONS

Recruiting (60 %)

- Serves as a liaison between prospective students and UCR, primarily during the pre-application/recruitment period.
- Provides information about graduate business programs generally, and AGSM programs specifically, in one-on-one settings, groups, presentations, etc.
- Provides substantive information on AGSM’s programs, curricula, financial aid, career opportunities, and admissions requirements.
- Exercises professional judgement in reviewing prospective students’ goals and qualifications when recommending them for admission (as part of the candidate screening process).
- Travels locally, domestically and internationally to attend various events (i.e. recruitment) to meet with prospective graduate students.

Communication (20 %)

- Provides information about graduate business programs generally, and AGSM programs specifically, through phone calls, conference calls, email correspondence, and other
online communication channels including, but not limited to, various social media platforms.

• Responds to inquiries from prospective students regarding entrance requirements, application procedures, financial aid availability, et cetera. Maintains accurate records of interactions with prospects in appropriate CRM system.
• Performs recruitment activities, including writing or editing materials and representing AGSM in social media platforms, and at local, national, or international recruiting events.
• Follows up with prospects in a timely manner and maintains ongoing communication during their potential application process.
• Contributes to ongoing improvement of communication plans and CRM maintenance.

**Operations / Logistics (15 %)**

• Consults with experienced or senior staff, when necessary, to assist candidates with more complex situations, qualifications, or goals.
• Under direction and guidance, coordinates and implements aspects of events to enhance recruitment and yield.
• Makes logistical arrangements and prepares materials in support of recruitment activities, whether on-campus, online, or elsewhere.

**Other - (5%)**

• Other duties, as assigned.

**MINIMUM REQUIREMENTS**

• Equivalent to a Bachelor’s degree from an accredited college or university and/or equivalent experience/training.
• Knowledge and experience working with a diverse college/graduate student population.
• Working knowledge of academic programs, including curricula, admissions requirements, and financial aid program.
• Ability to maintain cooperative relationships with schools, universities, community organizations, employers, and other institutions.
• Working knowledge of admissions requirements in higher education, and the ability to interpret policies and procedures to prospective applicants and the public.
• Effective listener with ability to communicate in a timely manner, both orally and in writing.
• Ability to communicate effectively orally and in writing.
• Demonstrated personal integrity and high ethical standards.

**PREFERRED QUALIFICATIONS**

• Master’s degree in a business discipline. One year of experience representing institutions of higher education to prospective students including recruiting or working with graduate management / business students.
• Working knowledge of MBA and other graduate business degree programs, including curricula, admissions requirements, and financial aid programs.
• Experience executing a broad-based strategic recruiting plan.
• Comfortable with public speaking in front of large and small groups and with individuals from diverse backgrounds, and skills to make formal and informal presentations to a variety of audiences.
• Willing to travel extensively locally, domestically, and internationally.
TO APPLY
For a detailed position description, required qualifications, and to apply for this position, please visit the UCR Human Resources website at and look for job number.

UCR is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.