



Admissions Recruiter– Staff - California Northstate University College of Health Sciences (CHS), Rancho Cordova, California, USA

Job Title: Admissions Recruiter, College of Health Sciences (CHS)

Job Classification: Full-time, hourly, non-exempt

Closing Date: Position open until filled

Anticipated Start Date: December 2016

Reporting Responsibility: Under the general supervision of the Assistant Dean of Student Affairs and Admissions in the College of Health Sciences, the Admissions Recruiter functions as the point person for internal coordination of College student recruitment and enrollment goals utilizing knowledge gained of admissions, registration, financial aid, and scholarships. Functions as the point person for oversight of area recruitment goals and promotional and public relations efforts. Coordinates and implements recruitment plans and marketing strategies for area or local on-site admission and special events relating to targeted freshman, transfer, under-represented, and post-baccalaureate groups in the fulfillment of recruitment efforts.

Job Duties and Responsibilities:

- Visits middle schools, high schools, and colleges; speaks to groups and individual students, and meets with school counselors and administrators to promote the undergraduate and post-baccalaureate programs of the College of Health Sciences.
- Responds to inquiries from potential students and families. Manages e-mail communication through general college e-mail accounts.
- Manages and coordinates academic competitions, and recruitment efforts; arranges visits and tours for prospective students and parents. Works closely with faculty to arrange classroom visits for prospective students/families.
- Coordinates open-houses and assists with other university and college-wide events, such as admitted student days and interview days.
- Collaborates with other recruiters to coordinate travel plans in order to maximize efficiency in recruitment processes.
- Coordinates faculty involvement in recruitment/outreach events; coordinates student recruiters from across COM, CHS and COP. Works closely with the Colleges of Medicine and Pharmacy.
- Trains and assists student recruiters in the process of guiding students and families concerning admission requirements, financial aid and scholarships, alternative educational opportunities, and university policies and procedures.
- Attends meetings with university-wide admissions and outreach team.
- Keeps careful records of recruiting and outreach events for WASC reporting.



- Participates in promotional opportunities, marketing campaigns, and business and committee meetings.
- Required to work weekends, and evenings, especially September-November and March-April
- Attends relevant regional conferences as needed.
- Prepares reports and proposals
- Performs miscellaneous job-related duties as assigned.

Minimum Qualifications

Master's degree preferred; at least 1 year of experience that is directly related to the duties and responsibilities specified. OR

Bachelor's degree; at least 3 years of experience that is directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities Required

- Knowledge of student recruitment and retention issues
- Ability to develop and deliver presentations
- Ability to collaborate and work in a team environment
- Ability to work effectively with diverse populations
- Ability to communicate effectively, both orally and in writing
- Skill in organizing and coordinating
- Ability to analyze course prerequisites and/or curriculum/graduation requirements
- Ability to use independent judgement and to manage and impart confidential information
- Skill in the configuration and use of Microsoft Office
- Skill in developing and implementing new strategies and procedures
- Ability to plan, implement and evaluate programs, short- and long-term goals
- Ability to gather data, compile information, and prepare reports
- Ability to make administrative/procedural decisions and judgements
- Ability to effectively participate in all accreditation related activities, including but not limited to report generation, preparation of functional areas in accordance with accreditation standards

Additional Requirement: Possess and maintain a valid California Driver's License.

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume
- Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications



Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.