

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Recruitment Officer **SALARY GRADE:** HU-11  
**DATE REVISED:** December 01, 2014 **EEO CODE:** 02  
**JOB CODE:** 9085 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

|                    |  |
|--------------------|--|
| <b>DEPARTMENT:</b> | <b>POSITION NO:</b>  |
| <b>REPORTS TO:</b> | <b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes |

**BASIC FUNCTION:** The purpose of this position is to represent the university at recruitment-related activities (such as college fairs, campus tours, and special non-recurring events) and counsel prospective students on admission requirement to the university.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts include students, faculty and staff. External contacts include prospective students, and their families, college counselors and administrators, the general public and alumni.

**PRINCIPAL ACCOUNTABILITIES:** Travel in the metropolitan area, nationally and, on occasion internationally to represent the university at recruitment fairs and related activities.

Schedule visits to high schools to make presentations to counselors and prospective students about Howard University's academic programs, scholarship opportunities and application and enrollment procedures.

Recommend, develop and coordinate special recruitment programs for academically talented students.

Ensure that admission and recruitment materials are maintained within the high schools, colleges and various organizations (e.g., public libraries, community centers).

Maintain a database of records and contacts with prospective students and applicants and prepare reports on recruitment progress in the region to which assigned.

Participate in planning, developing and implementing recruitment programs, on and off campus, and in admission policies, when necessary.

Ensure that all procedures for visits (local and out of town) are completed, including travel arrangements, payments and confirmations.

Perform other duties as assigned.

**HOWARD UNIVERSITY**  
**Position Description**

|                         |                     |                      |        |
|-------------------------|---------------------|----------------------|--------|
| <b>POSITION TITLE:</b>  | Recruitment Officer | <b>SALARY GRADE:</b> | HU-11  |
| <b>DATE REVISED:</b>    | December 01, 2014   | <b>EEO CODE:</b>     | 02     |
| <b>JOB CODE:</b>        | 9085                | <b>FLSA STATUS:</b>  | Exempt |
| <b>BARGAINING UNIT:</b> | N/A                 |                      |        |

**CORE COMPETENCIES:** Excellent organizational and communication skills. Must be able to write and present speeches and write and proofread reports and matriculation agreements.

Functional knowledge of current public relations practices.

Ability to respond to rapid changes in schedules.

Highly developed and effective interpersonal skills and the ability to establish and maintain effective and harmonious relationships with staff, faculty, students, alumni, representatives of other institutions, and the general public.

Ability to plan, organize, and manage multiple projects simultaneously in a highly demanding environment.

Ability to operate standard office equipment including computers and associated software and Banner.

Competence in both oral and written English.

Valid driver's license and available use of an automobile.

Ability to travel and work weekends and evenings.

**MINIMUM REQUIREMENTS:** Bachelor's degree required, preferably in public relations, business, communication, education or related area. 2-5 years of professional experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**HOWARD UNIVERSITY  
Position Description**

**POSITION TITLE:** Recruitment Officer

**SALARY GRADE:** HU-11

**DATE REVISED:** December 01, 2014

**EEO CODE:** 02

**JOB CODE:** 9085

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** N/A

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_