

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Senior Recruitment Officer **SALARY GRADE:** HU-12
DATE REVISED: December 01, 2014 **EEO CODE:** 02
JOB CODE: 9084 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <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 serve as the university's coordinator for transfer matriculation.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

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: Generate and maintain relationships with external and internal contacts to achieve transfer recruitment goals.

Travel within the metropolitan area, nationally, and on occasion, internationally to represent the university at recruitment fairs and related activities, and admits applicants who meet eligibility requirements.

Schedule visits to post-secondary institutions and make presentations to faculty, staff and prospective students and other interested groups about Howard University.

Coordinate development of transfer matriculation agreements with other post-secondary institutions and drafts written documents for review by the Director of Admissions and the Associate Vice President for Enrollment Management.

Recommend and participate in planning, developing and implementing recruitment programs.

Ensure that admission and recruitment materials are provided to and maintained within the college.

Maintain line of communication to the Associate Director of status of all recruitment activities.

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Senior Recruitment Officer	SALARY GRADE:	HU-12
DATE REVISED:	December 01, 2014	EEO CODE:	02
JOB CODE:	9084	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

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

Serve on the Enrollment Management/Admissions committee.

Organize and promote student visits to the campus.

Perform other duties as assigned.

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. Five years of professional recruitment experience, including at least one year of transfer student recruitment or admission and one year of experience related to transfer matriculation; or the equivalent combination of education and experience.

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Senior Recruitment Officer

SALARY GRADE: HU-12

DATE REVISED: December 01, 2014

EEO CODE: 02

JOB CODE: 9084

FLSA STATUS: Exempt

BARGAINING UNIT: N/A

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

NOTED BY: _____
Office of Human Capital Management

DATE: _____