



## Savannah State University

### Position Description – Assistant Director of Admissions/Minority & Diversity Recruiter

#### **POSITION DESCRIPTION**

**Position Title:** Assistant Director of Admissions/Minority & Diversity Recruiter **FLSA Status:** Exempt

**Reports to:** Director of Admissions

**Department:** Admissions

**Date Prepared:** July 1, 2007

#### **BASIC FUNCTION**

Professional position with supervisory responsibility to coordinate recruitment activities and manage the Office in the absence of the Director. The candidate must possess knowledge and skills to represent the Director of Admissions and the unit in university liaison roles.

#### **NATURE & SCOPE**

Responsible for student recruitment and coordination of recruitment activities. Admissions counseling through on- campus and off-campus student contact. Extensive contact with prospective undergraduate students, conduct campus tours, secondary school visits, and College Day/Night programs. Must be willing to do extensive traveling and have use of an automobile.

Focus will include Hispanic students, Asian students and other under-represented populations within the Savannah State University community.

#### **PRINCIPAL ACCOUNTABILITIES**

- Coordinating recruitment assignments and special projects
- Communicate with prospects via phone, e-mail and personal visits
- Must be able to interact with a diverse population and acquire general knowledge of all areas of Enrollment Management
- Coordinate on campus student visits

#### **SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED**

Bachelor's degree required. Strong interpersonal, communications, and organizational skills essential. Fluency in Spanish or other languages desired. Travel required. Must be able to lift a minimum of 25 pounds of materials and be physically able to conduct walking tours.