



## Savannah State University Position Description – Minority Recruitment Officer

### ***POSITION DESCRIPTION***

Position Title: Minority Recruitment Officer FLSA Status: Exempt  
Reports to: Associate Director of Admissions  
Department: Admissions  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position develops and implements programs and initiatives to ensure successful recruitment of students to the University.

### ***NATURE & SCOPE***

Reporting to the Associate Director of Admissions, this position is accountable for successful recruiting of minority students to Savannah State University. The incumbent accomplishes this by engaging students, parents, high school counselors, organizations, alumni, and any other entity that can help to influence a student to matriculate at SSU.

This is also accomplished through efficient processing of all admission-related materials that are submitted by the applicant. The incumbent is charged with enhancing the diversity of the campus through recruitment activities, and assist in the implementation of programs designed to reach university enrollment goals.

Because of the nature of this position, at times there are significant travel requirements, and the incumbent serves as a representative of Savannah State University, and must be effective in dealing with individuals, both on an individual basis and in larger groups.

### ***PRINCIPAL ACCOUNTABILITIES***

- Conducts recruitment – attending fairs, events and visiting high schools.
- Performs follow-up work (phone calls, letters consultations, tours)
- Coordinates and implements special projects involving recruitment.

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

This position requires a four-year college degree.