



## Job Description

**JOB TITLE:** Admissions Recruiter  
**DEPARTMENT:** Admissions  
**REPORTS TO:** Director of Admissions

**POSITION SUMMARY:** Identify and recruit college bound undergraduate students who are strong academically, identify with the mission of Rochester College, and seek to be part of a dynamic community.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

- Bachelor Degree
- 1-3 years of experience in recruiting, enrollment advising, sales or marketing preferred
- Experience in public relations or communications preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Using the resources, student lists, and lead generation processes of the Admissions Department, identify prospective undergraduate students, who are qualified and interested, and lead them through the admission process as detailed by the Director of Admissions.
- Meet or exceed individual student recruitment goals
- Travel to recruit prospective students and build relationships
- As part of the student recruitment process, communicate with prospective students through campus visits, personal visits, email, notes/letters, texting, social media, and telephone calls

**REQUIRED SKILLS AND ABILITIES:**

- Strong organizational skills for managing several processes and activities at one time
- Strong communication, sales and marketing skills
- Basic bookkeeping and record keeping skills
- Knowledge of Microsoft Office applications, including Word, Excel, Access and PowerPoint; knowledge of CAMS is a plus
- Self-motivated, resourceful and creative thinker
- Ability to portray a professional image
- Ability to interact with all levels of staff, faculty and administration
- Ability to travel extensively, including out of state travel
- Ability to work nights and weekends
- Some lifting may be required
- Ability to fully support the College mission.

**How to Apply:**

Interested parties need to submit a cover letter, resume and completed RC employment application. The employment application may be found at <http://www.rc.edu/jobs-rc/>. Electronically submitted documents are encouraged and should be sent to Ginny May at [gmay@rc.edu](mailto:gmay@rc.edu).

**Deadline to Apply:**

Those interested should submit completed materials by September 29, 2017, to ensure consideration. Background checks are conducted on all final candidates for all positions.

**Contact:**

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