



## **JOB DESCRIPTION-ADMISSIONS COUNSELOR/RECRUITER**

### **General Description/Primary Purpose:**

An Admissions Recruiter/Advisor supports the enrollment efforts of the campus, college, school, and department by providing admissions information to prospective or newly admitted students, creating communication materials, and by representing the university at locations such as high schools and community colleges.

**Classification:** Full-time, Non-exempt Staff

**Salary:** Commensurate with qualifications and experience, plus fringe benefits

**Appointment:** 12-month position

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Job Functions:**

1. Communicate with prospective students, parents and community through appointment, telephone, email and other materials.
2. Assist with the development of enrollment marketing publications and communications including letters, brochures, website posting, electronic mail and other mediums.
3. Determine admissibility, transferability of credit, and residency for new and readmitted undergraduate students; classifies and places students into appropriate academic units.
4. Present information about the benefits of an education from the department, college or area being represented at onsite locations and to on-campus visitors.
5. Foster and develop relationships with schools or other areas being recruited.
6. Compile recruitment data from Banner and other academic records.
7. Visit schools and colleges, speak to groups and individual students, and meet with school officials to develop partnerships between the University and other institutions throughout the state; coordinate community workshops, retreats, and on-site admissions programs.

8. Advise students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance, as appropriate.
9. Contribute to the institutional database of prospective/potential and current students in the state.
10. Audit student data and conduct statistical research to target the population for recruitment and judge recruitment effectiveness.
11. Analyze trends in student recruitment and retention programs; designs and implements recruitment programs for targeted groups of potential students, and develops strategies for program evaluation.
12. Participate in the development of operating goals and objectives for the unit; recommends, implements, and administers methods and procedures to enhance operations, as appropriate to the unit.
13. Perform other duties as assigned.
14. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

### **Required Knowledge, Skills, and Abilities:**

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the job's essential functions, with or without reasonable accommodation, using some other combination of skills and abilities.

- Proficiency in MS Word, PowerPoint, Excel, and Outlook.
- Excellent diplomacy and interpersonal skills
- Excellent customer service skills
- Strong planning and organization skills, accompanied by strong attention to detail
- Leadership, decision-making, and team-building skills
- Superior organizational skills, self-motivated with limited supervision required.
- Strong rapport with students, faculty, staff, and administrators
- Maintains a positive attitude of service toward students, coworkers, and others
- Experience or training in working effectively in a culturally diverse workplace and serving clientele from various racial and cultural backgrounds.
- Drive college-owned vehicles. Sometimes, overnight travel and early-morning and late-night driving are also required. Must have a valid driver's license.
- Ability to work through processes quickly and prioritize responsibilities
- Ability to deliver excellent written and oral communication in a manner appropriate to the audience

### **Other Ergonomic Requirements:**

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. The employee must occasionally lift and/or move up to 50 pounds. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to perform these movements without a significant risk of injury to themselves or others or to demonstrate otherwise or explain how they can perform the job's essential function.

### **Hours:**

Generally, weekly (Monday – Thursday) hours will be 8 a.m. to 6 p.m. Friday hours are 8 a.m. to noon. However, outreach and recruitment events may warrant work during evenings and weekends and does require extensive travel. Other professional activities can be scheduled in accordance with college policy and in cooperation with the supervisor.

### **Qualification Standards**

1. **Minimum Education:** Associates degree, Bachelor's degree preferred.
2. **Minimum Experience:** At least one (1) year of experience that is directly related to the duties and responsibilities specified.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

### **Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

**Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

**Application Deadline:**

Position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.