

Position Summary: This position is responsible for the recruitment of prospective students to the University of Minnesota Duluth (UMD) through territory management and travel, prospective student communication, admissions presentations, and candidate file review. Counselor will also be available to meet with prospective students, families, and guests on campus.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree from an accredited institution (BA/BS)
- 2 years of experience working within Student Recruitment/Student Affairs and/or Academic Affairs. Undergraduate student experience will be considered

**PREFERRED QUALIFICATIONS**

- Excellent interpersonal and organizational skills
- Attention to detail
- Excellent written and verbal communications, including public speaking
- A demonstrable commitment to promoting and enhancing diversity
- Demonstrated ability to work successfully with a diverse population of students, faculty, staff, and external parties
- Ability to work independently and in a team environment
- Ability to develop, implement, and evaluate recruiting plans
- Demonstrated strong commitment to customer service
- Fluency in a second language
- Proficiency in computer applications including MS Word, Excel, PowerPoint

**Position Duties:**

**40% RECRUITMENT OUTREACH IN TERRITORY**

- Responsible within assigned admissions territory for planning and implementing a recruitment program designed to encourage prospective students to apply and enroll at UMD
- Travel 8-10 weeks in the fall and 3-4 weeks in the spring to represent UMD at regional fairs /events and high school/community college visits
- Work nights and weekends when necessary
- Develop and maintain relationships within high schools and community colleges throughout specified recruitment territory
- Assist UMD offices in special services or programs designed to interact with underrepresented populations and coordinate contact with prospective students to assure a unified and seamless presentation of UMD programs, services and opportunities
- Provide prospective applicants and families with expert counsel on the admission process including academic program information and admission requirements as well as financial aid program and scholarship information

- Monitor admitted student progress through financial aid, scholarship, housing, advisement and registration, and orientation processes.

#### **40% RECRUITMENT ON CAMPUS**

- Meet individually with prospective students, families, and guests on campus
- Maintain contact with qualified prospects through telephone, letters, e-mail, electronic media, and personal contact on and off campus
- Participate in large scale calling campaigns to prospective students
- Participate in on-campus visit programming to include Admitted Student Days, Campus Preview Programs, Champ Saturdays and Prospective Student Visit Days
- Conduct Admissions Presentations regularly to on-campus visitors and special group visitors.

#### **10% DATA COLLECTION/EVALUATION & REPORTING**

- Collect data, assess progress/results and prepare reports related to recruitment initiatives to determine effectiveness
- Ensure compliance of recruiting initiatives with UMD policies and procedures and with professional affiliations and good practices
- Maintain up-to-date knowledge of the trends, regulations, and other factors that affect admissions and recruitment activities.

#### **5% DAILY OFFICE ASSISTANCE**

- As assigned, assist with daily office responsibilities.

#### **5% OTHER DUTIES AS ASSIGNED**

- The Employer retains the right to change or assign other duties to this position.

#### ***How To Apply***

- Job Open Date: April 6, 2017
- Job Closing Date: Open until filled
- This posting will be used to fill 2 vacancies.
- Applications must be submitted online.
- To apply for this position, go to <http://www.umn.edu/ohr/employment/> and search for job opening **316631**. You will be given the opportunity to complete an online application and attach a resume and cover letter.
- Additional documents may be attached after submitting your application by accessing your "My Activities" page and uploading documents there.

#### **Complete applications must include:**

1. Cover Letter
2. Current Resume

### 3. Contact information for three professional references

First submit the application with cover letter and CV/resume. Then return to the “My Activities” page to attach the additional documents.

Completed online applications will be considered beginning 04/24/2017.

Email application procedure questions to [umdjobs@d.umn.edu](mailto:umdjobs@d.umn.edu).

\*\*\*\*Smoking, chewing tobacco and the use of electronic cigarettes prohibited on all UMD property, including indoor facilities, campus grounds and University vehicles.\*\*\*\*

***If you have started receiving retirement annuity payments from the Minnesota State Retirement System (MSRS) or Public Employees Retirement Association (PERA) your eligibility for this position may be impacted. Please contact UM Benefits at 1-800-756-2363 for any eligibility limitations.***

Veterans and individuals from underrepresented groups are encouraged to apply.

If you need a reasonable accommodation for any part of the application and hiring process, please contact a University of Minnesota Access Consultant at 612-624-3316.

### **Diversity**

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds. The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>. The University of Minnesota is an Equal Opportunity Educator and Employer.

### **Background Check Information**

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

### **About the U of M**

**University of Minnesota, Duluth (UMD)**

The University of Minnesota, Duluth (UMD) consistently ranks among the top Midwestern, regional universities in U.S. News and World Report's "America's Best Colleges" issue.

Overlooking Lake Superior, UMD provides an alternative to both large research and small liberal arts environments and attracts students looking for a personalized learning experience on a medium-sized campus of a major university. A firm liberal arts foundation anchors a variety of traditional degree programs, as well as professional and graduate students that draw on UMD's many research institutes and labs.