



### Position Description

**Job Title:** Admissions Recruiter  
**Department:** Marketing & Enrollment Management  
**Reports to:** Director of Admissions  
**Status:** Full-time employment, exempt

#### **SUMMARY:**

Manage the marketing and recruitment process for assigned programs and territories to help achieve enrollment goals for Milligan University. Admissions recruitment, counseling, outreach, office management, and program and event coordination are all significant functions of this position. Travel required.

#### **PRIMARY RESPONSIBILITIES:**

1. Implement, monitor, and achieve annual recruitment goals for assigned programs and territories, including engagement in consistent prospect follow-up, routine tracking procedures, and development of reports on the inquiry and applicant pools.
2. Plan and implement recruitment activities and strategies to cultivate and recruit prospective applicants in the assigned territories.
3. Manage applicant pool, utilizing campus administrative software and ongoing strategic communication, including in-person appointments, phone calls, direct mail, email, and social media, all in an effort to encourage an application for admission and ultimately enrollment.
4. Counsel prospective applicants on the admissions process, financial aid information, and opportunities at the University. Respond with immediacy to the needs of the prospect.
5. Maintain a clear understanding and support of the nature of the institution and communicate this to prospective students, parent, guidance counselors, ministers, and other constituents.
6. Represent and market Milligan University to prospective students, businesses, community groups, churches, and other targeted audiences.
7. Attend college fairs and other off-campus recruitment events. Involves extensive fall travel, periodic travel throughout year, and occasional evening and weekend work.
8. Contribute to the planning and execution of activities and special events designed to enhance enrollment, including on-campus visits, visit days, and orientation events.
9. Serve as part of the Admissions team, coordinating and collaborating with colleagues.
10. Complete routine office work and reports related to recruitment, projections, personal schedule, travel, special programs, and professional development.
11. Assume other appropriate responsibilities as delegated by the senior admissions staff.

## Skills & Qualifications

- Bachelor's degree required.
- 1-2 years related outreach or sales experience.
- Undergraduate leadership experience preferred, as Ambassador, RA, SGA, ISL, etc.
- Willing and able to travel. Some evening and weekend work required.
- Ability to manage a recruitment territory, work under tight deadlines, and meet assigned enrollment goals.
- Demonstrated ability to work with a wide range of people and maintain a positive attitude.
- Passionate about Milligan University and Christian higher education.
- Professional demeanor, dress, and personal interactions. Ability to interact effectively and represent the institution professionally with a variety of on- and off-campus constituents.
- Skills in effective verbal and written communication and public presentations.
- Excellent organization skills and demonstrated ability to efficiently and effectively solve problems and initiate and implement projects.
- Working knowledge of computers and ability to work with database software tools.
- Demonstrated ability to work effectively both independently and as part of a team.
- Strong customer service orientation.

## JOB POSTING:

Milligan University seeks a dynamic person to fill the position of ADMISSIONS RECRUITER. Reporting to the Director of Admissions, the Recruiter is responsible for achieving the assigned enrollment goals by managing the marketing and recruitment process for assigned programs and recruitment territories. Position requires a mix of off-campus recruitment efforts and on-campus office work. Bachelor's degree and some experience required. See [www.milligan.edu/About/employment.html](http://www.milligan.edu/About/employment.html) for job description and list of qualifications. To apply, send the following to Marty Riley, Director of Admissions, at [MJRiley@milligan.edu](mailto:MJRiley@milligan.edu).

- Letter of interest explaining qualifications for the position and commitment to Milligan mission.
- Resume
- Names, addresses, emails, and phone numbers of (3) professional references
- Complete Milligan application at [http://www.milligan.edu/wp-content/uploads/2014/07/APPLICATION\\_FORM.pdf](http://www.milligan.edu/wp-content/uploads/2014/07/APPLICATION_FORM.pdf)

Application reviews are ongoing. The position will remain open until filled. Finalists will be required to submit official transcripts and are subject to credit and criminal background checks.