



JOB DESCRIPTION:

Admissions Recruiter

Position Summary: Reporting to the Director of Admissions, the individual selected as Admissions Recruiter will be responsible for acquiring and enrolling qualified candidates within 120 miles of Ohio Valley University (OVU). This position will also work closely with Academic Program Managers, Niche Group Leaders, and Athletic Coaches to ensure a seamless OVU recruitment and enrollment process.

Accountability: This position reports to the Manager of Recruitment and is accountable for achieving quantifiable enrollment goals.

Qualifications: Bachelor's degree preferred. Minimum two years of experience with related work experience in recruitment, marketing, and/or sales strongly desired.

Essential Functions:

- Successfully market Ohio Valley University to prospective students and families
- Work closely with Academic Program Managers, Niche Group Leaders, and Athletic Coaches to ensure a seamless OVU recruitment and enrollment process
- Exceptional leadership and team building ability
- Ability and expectation to achieve/exceed personal recruitment goals
- Ability to drive daily activity
- Serve on university committees representing both the department of admissions and prospective students
- Self-starter in executing the role of Admissions Recruiter
- Other duties as required

Authority:

- Will monitor and stay in within the recruitment budget by managing the recruitment expenses which are under the Admissions Recruiter's control
- Each major event attended will be documented with an event recap and posted in the Motivus recruitment system



Job Description: Associate Director of Admissions (continued)

Knowledge/Skills/Abilities:

- Familiarity with and knowledge of Ohio Valley University and its procedures and be able to effectively communicate that information to prospective students and families
- Ability to succeed in a dynamic, fast paced environment
- Excellent oral and written communication skills, organizational and time management skills
- Attention to detail and the ability to meet deadlines
- Working well with others and the ability to build a positive culture
- Ability to work effectively with different personality types and competing agendas
- Ability to work independently with little to no supervision; must be self-motivated and a self-starter
- Intellectual creativity, independent judgment, and impeccable integrity
- A strong identification with and support of Ohio Valley University's goals and mission
- Calm and assured under pressure
- Genuine love for all people without discrimination
- Circumspect with sensitive information
- Desire to make a difference, not just to earn a living
- Good team player

Education and Training:

- A minimum two year degree is required, four year degree preferred
- A valid driver's license
- Computer skills required: Microsoft Word, Power Point, Excel, and Outlook

Work Conditions:

- Standard office hours will vary based on recruitment cycle
- Attendance at evening and weekend events is required
- Travel is required year round