Coordinator, Departmental Recruiting

Job Code 00001579

**General Description**
Responsible for providing support to the recruiting activities of an academic department.

**Examples of Duties**
Provide information concerning departmental requirements and curriculum.
Oversee course substitutions, course overloads, administrative adds/drops and degree summaries.
Coordinate departmental academic advising with faculty members.
Coordinate transfer articulation program with selected 2-year institutions.
Coordinate the department's recruiting activities.
Develop and organize special events.
Coordinate the review and evaluation of scholarship applications and make award recommendations.
Promote departmental scholarships in recruiting activities.
Coordinate and produce publications for departmental use and distribution.
May oversee the work of others.
Provide guidance to departmental student organizations for activities, publishing and other needs.
Perform other duties as assigned

**Knowledge, Skills, and Abilities**

**Knowledge of:** Word processing and desk top publishing software; university and Academic Affairs policies and procedures; relevant outside agencies; terminology specific to the department.

**Skill in:** Preparing publications, request forms, time reports, and travel forms; providing accurate information.

**Ability to:** Read and interpret policy statements; understand degree outlines; perform basic math; convey simple to complex information and instructions; determine needs for departmental activities; identify and rectify problems quickly.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**