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**