



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Graduate Education Recruiter
Job Class: Administrative
Department: Office of Admission
FLSA status: Full-time/Non-Exempt/12-months
Reports to: Senior Assistant Director of Graduate Recruitment

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Under the direction of the Senior Assistant Director of Graduate Recruitment and support of the Graduate Education & Educational Mathematics Program Directors, serves as primary recruiter for the graduate education programs and MA Educational Mathematics program; serves as liaison between the Department of Education and the Graduate School; collaborates with graduate recruitment team to develop and implement graduate recruitment events and activities. The position must work effectively with individuals from diverse communities and cultures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

(70%) Serves as primary recruiter for all graduate course work offered by the department of Education and Educational Mathematics.

Under the direction of the Senior Assistant Director of Graduate Recruitment and in collaboration with the Graduate Program Directors, establishes recruitment goals and a plan to achieve enrollment goals for programs in Master of Arts in Teaching, Master of Arts in Education, Master of Arts in Educational Mathematics, and non-degree education offerings, including Post-Baccalaureate Teacher Licensure.

Completes phone calls, email communications and conducts on campus visit appointments with prospective students and applicants.

Using appropriate data, identifies specific and appropriate populations for enrollment; targets, visits and maintains relationships with prospective students and school districts to discuss program opportunities.

Represents The Graduate School and Education Department at selected university fairs and conferences. In collaboration with graduate recruitment team, plans and implements on and off campus recruitment events.

In collaboration with the Sr. Asst. Director of Enrollment Communication, maintains communication flows to prospects and applicants within the CRM. Tracks all ad-hoc communication in CRM.

(20%) Manages admission functions to support matriculation.

Follows up with applicants to encourage timely submission of admission materials and transcripts. Interviews and advises applicants regarding entry into the program, degree requirements, course rotations and University policies and procedures, and supports student through matriculation.

Together with the Registrar and the Education faculty, assists in identifying transfer credit, calculates and verifies cumulative GPA, and reviews all admission documents in preparation for admission review.

(10%) Maintains graduate web page content & social media efforts. Updates and manages all content on the graduate education and educational mathematics web pages. Updates content to maintain accuracy and consistency. In the spirit of recruitment, identifies and implements new web content and stories, including student, alumni and faculty spotlights, newsworthy and relevant information to attract new students.

Leads social media initiatives to attract new students, including the management of the Graduate Education Facebook & Pinterest pages.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: Must be self-motivated and able to work independently. Must be able to serve as a leader and work as a team member. Must be able to interact collegially with students, alumni, faculty, staff and administrators. Must have a positive attitude and be committed to customer service. Candidates who promote and enhance diversity are strongly desired. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree required. Master's degree preferred. Previous experience in the K-12 education field is desired.

CERTIFICATES, LICENSES, REGISTRATIONS: Must maintain a valid Ohio driver's license.

LANGUAGE SKILLS: Must possess strong presentation, interpersonal and communication skills including competency in verbal and written English grammar. Excellent customer service skills are essential. Must be willing and able to interact with a diverse population.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC with proficiency in a Windows-based environment (Word, Excel, and PowerPoint preferred), copier, telephone, facsimile machine, etc. Must be able to learn to use University's student database (Banner) and the student recruitment software CRM (Hobson's Connect).

REASONING ABILITY: Must possess excellent attention to details; must be self-motivated and a team player and interact collegially with students, faculty, parents, staff, alumni and administrators; must be able to exercise sound judgment in unusual/new situations. Must be able to analyze statistical reports and assimilate the data into the formulation of strategic plans for the advancement of the Graduate School and its programs.

ORGANIZATIONAL SKILLS: Must be exceptionally well-organized and able to multi-task efficiently. Must be able to work independently and to prioritize with little direct supervision. Must be able to maintain confidentiality.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to spend prolonged periods of time working on an office PC; able to reach, lift to 40 pounds, travel to and transport materials to off-site locations; travel throughout the office to use other office equipment; must be able to effectively communicate with co-workers and other constituencies; must be able to effectively design, process and present work essential to completing responsibilities of the position; must be able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards; must be able to work at least one evening per week.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting and occasionally in off-site locations.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in

its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130