



OTTERBEIN UNIVERSITY

Job Posting

Job Title: MSAH Graduate Assistant Recruiter
Job Class: Graduate Assistant
Department: Office of Admission
FLSA status: Part-time/Non-Exempt/12-months

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 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For more information: Please visit <http://www.otterbein.edu/Careers>

BENEFITS of this position include tuition waiver for graduate school studies at Otterbein and additional stipend.

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 2,480 undergraduate students in more than 70 majors and 456 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 11 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 MSAH Program Director serves as primary recruiter for the Master of Allied Health program; serves as liaison between the department of Health and Sport Sciences and the Graduate School; collaborates with enrollment management and marketing and communications to develop appropriate recruitment and marketing materials for graduate programs.

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

(75%) Serves as primary recruiter for all graduate course work offered by the department of Health and Sports Science. Under the direction of the Senior Assistant Director of Graduate Recruitment establishes and maintains MSAH recruitment goals, marketing and communication materials and objectives, social media initiatives including the management of the Graduate Allied Health Facebook page; using appropriate data, identifies specific and appropriate populations for enrollment; targets, visits and maintains relationships with prospective students and Health related agencies to discuss program opportunities; represents the MSAH programs at selected university fairs and day/night programs; plans and implements on and off campus recruitment events.

(20%) Manages admission functions to support matriculation into the MSAH program. interviews and advises MSAH applicants regarding entry into the program, degree requirements, course rotations and University policies and procedures; connects admitted MSAH students with their faculty advisor; assists in the processing of possible graduate transfer credit, calculates and verifies cumulative GPA, verifies undergraduate foundation course requirements, and reviews all admission documents in preparation for departmental admission review; may assist with development of MSAH course schedule.

(5%) Supports MSAH Program Director. Collaborates with MSAH Program Director to maintain marketing and communication objectives; development of student surveys, creation of MSAH Advisory Board and supports efforts to create strong graduate presence in the Health and Sport Sciences Department.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: 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.

Must be admitted or enrolled into a Graduate School Program at Otterbein University. Must be self-motivated and able to work independently. Must be able to serve as a leader and to work as a team member. Must be able to interact collegially with students, alumni, faculty, staff and administrators. Must be committed to customer service.

EDUCATION and/or EXPERIENCE: Bachelor's degree.

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 Graduate School's student recruitment software (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 or 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