



Position Description

Job Title: Admissions Recruiter for Graduate Programs ([MBA](#), [BS in Bus. Administration](#), and [MA in Coaching and Sport Management](#))
Department: Marketing & Enrollment Management
Reports to: VP for Enrollment Management
Status: Full-time employment, exempt

SUMMARY:

Achieve annual enrollment goals for assigned programs by managing the marketing and recruitment processes and providing consistent prospect follow-up. Admissions recruitment, counseling, outreach, office management, and program and event coordination are all significant functions of this position. Some travel required.

PRIMARY RESPONSIBILITIES:

1. Create and implement successful recruitment and marketing strategies to cultivate and recruit prospective students.
2. Represent and market Milligan University programs to prospective students, businesses, community groups, and other targeted audiences.
3. Attend college fairs and other off-campus recruitment events. Facilitate access to businesses. Involves local travel and occasional out-of-town travel. Occasional evening and weekend work.
4. Contribute to the planning and execution of activities and special events designed to enhance enrollment, including campus visits and orientation events.
5. Coordinate marketing and recruiting efforts with other marketing and enrollment staff and faculty.
6. Successfully manage applicant pool, utilizing campus administrative software and consistent strategic communication, including in-person appointments, phone calls, direct mail, email, and social media, all in an effort to encourage applications for admission and ultimately enrollment.
7. Counsel prospective applicants on the admissions process and financial aid information. Respond with immediacy to the needs of the prospect.
8. Complete routine office work and reports related to recruitment, projections, personal schedule, travel, special programs, and professional development.
9. Maintain and communicate a clear understanding and support of the nature of the institution.
10. Serve as part of the Graduate and Professional Studies Admissions team, coordinating and collaborating with colleagues.
11. Assume other appropriate responsibilities as delegated by supervisor.

Skills & Qualifications

- Bachelor's degree required. Master's preferred.
- 3-5 years professional work experience with a proven track record of success.
- Experience in sales and marketing/recruitment environment preferred, with ability to cold call.
- Self-starter able to manage a recruitment territory, work under tight deadlines, and meet goals.
- Willing and able to travel (primarily within region). Some evening and weekend work required.
- Demonstrated ability to work effectively both independently and as part of a team.
- Strong skills in effective verbal and written communication and public presentations.
- Professional demeanor and image, and ability to represent the institution professionally with a variety of on- and off-campus constituents.
- Excellent organization skills with a high attention to detail and problem-solving.
- Aptitude for mastering software quickly; strong computer and technology skills.
- Demonstrated integrity and dependability.

- Working knowledge of computers and ability to work with database software tools.
- Strong customer service orientation and sensitivity to the needs of working professionals.
- Passionate about Milligan University and Christian higher education.

TO APPLY:

To apply, send the following to RecruiterSearch@milligan.edu

- Letter of interest explaining qualifications for the position and commitment to Milligan mission
- Resume
- Professional references upon request

Application reviews are ongoing. The position will remain open until filled. Finalists may be required to submit official transcripts and will be subject to criminal background checks.

Milligan is an EEO employer and considers applications for all positions without regard to race, sex, color, national origin, age, veteran status, or disability-if such disability may be accommodated without undue hardship-in provision of employment opportunities and benefits pursuant to federal requirements. Learn more about Milligan's mission at www.milligan.edu.