



Internal/External	External
Position Title	CPS Recruitment Specialist
TTC Title and Code	Admissions and Recruitment Coordinator II (AE084)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, College of Professional Studies <u>Supervisor</u> : Dean, College of Professional Studies
University Staff Information	<u>Pay Schedule-range</u> : minimum \$40,000; based on qualifications and experience <u>Shift</u> : 8:00am-4:30pm, Monday-Friday. Evening and weekend hours as needed.
Department	College of Professional Studies Deans Office
Department Description	The College of Professional Studies (CPS) at UW-Stevens Point was created in the early 1970s to house many of the university's pre-professional programs. CPS consists of the School of Business and Economics, School of Education, School of Health Sciences and Wellness, and Department of Military Science (Army ROTC) and is home to 27 undergraduate program options and 11 graduate degrees. The college enrolls about 3,400 undergraduates and 600 graduate and continuing education students. Job placement or advanced graduate study in professional fields for all majors is above 94 percent.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	The College of Professional Studies Recruitment Specialist is responsible for assisting in the development, management, coordination, and execution of recruiting potential College of Professional Studies undergraduate and graduate students to enroll while contributing to the overall recruitment and enrollment targets at UW-Stevens Point. This position requires the ability to travel throughout Wisconsin, and may include regional, national, and international travel. The incumbent will have daily contact with prospective students, parents, school counselors, University officials, and agencies outside of the University. This position will augment new recruitment efforts as well as increase coordination among existing recruitment efforts of the Office of Admissions and Recruitment and CPS. The Recruitment Specialist will report to the College of Professional Studies (CPS) Dean with dotted-line reporting to the Director of Admissions and Recruitment.
Required Qualifications	<ul style="list-style-type: none"> •Excellent interpersonal skills, including written and oral communication; •Professional work experience in a position related to college admissions and recruitment, advising, or related professional experience; •Valid driver's license



Preferred Qualifications	<ul style="list-style-type: none"> •Master’s degree •Comfortable with technology and customer relationship management systems (CRM-SLATE) •Knowledge of business, education, health and professional-related careers •Understanding of academic programs available in the College •Ability to encourage and motivate students with a strong commitment to student success •Experience working with diverse audiences
How To Apply	<p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	July 18, 2022
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on May 13, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references - Unofficial Transcripts
Required Materials	<p>(Official Transcripts required of finalist)</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Jackie Durigan, Search and Screen Committee, Assistant to the Dean for Budget and Personnel Email: jdurigan@uwsp.edu Phone: 715-346-4608</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge,</p>



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Stevens Point

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Human.Resources@uwsp.edu

UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www.uwsp.edu/dos/clery/Pages/default.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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