



Position Description

UW System Title:	Admissions and Recruitment Coordinator II (AE084)
Working Title:	CPS Recruitment Specialist
Supervisor's Working Title:	Dean, College of Professional Studies
Hours/Shift:	1.0 FTE, 12-month 8:00 am to 4:30 pm Monday through Friday, weekends and evenings as needed
Department:	College of Professional Studies Deans Office
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	Academic Staff – Category A
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Date Created/Updated:	3/15/2022
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary

The Recruitment Specialist will report to the College of Professional Studies (CPS) Dean with dotted-line reporting to the Director of Admissions and Recruitment. Housed in the College of Professional Studies, the 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.

Primary Responsibilities:	%
<ul style="list-style-type: none"> Travel on behalf of CPS and University to recruit prospective students at college fairs, high schools, and specialized events. 	25%
<ul style="list-style-type: none"> Assist in the development and implementation of new program pathways to enroll traditional and non-traditional undergraduate and graduate applicants to the University. Assist in the development and implementation of recruitment, retention, and student success efforts. 	25%
<ul style="list-style-type: none"> Support existing CPS and school-level recruitment activities and coordinate with UWSP recruitment and admissions offices. Assist School liaisons to field telephone, email, and text message inquiries from potential students and families, and stakeholders. Lead CPS efforts to implement and advance usage of CRM to track activity and contact potential students. 	25%
<ul style="list-style-type: none"> Serve as primary liaison between the Office of Admissions and Recruitment and the College of Professional Studies. 	15%

<ul style="list-style-type: none"> • Additional duties as prescribed by the CPS Dean and the Office of Admissions and Recruitment. 	10%
Qualifications – Knowledge, Skills, and Abilities:	
<p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Bachelor’s degree; • 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 	
Physical Effort/Demands:	
<ul style="list-style-type: none"> • Sitting • Standing • Walking • Lifting your arms above your head to reach high, possibly difficult, areas • Kneeling • Squatting • Stopping • Frequently lift 1 – 10 pounds • Occasionally lift 15-25 pounds 	
Equipment Operated:	
<p>Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices</p>	
Working Environment:	
<p>The noise level in the work environment is usually quiet.</p>	

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date