

## Sam Houston State University Human Resources

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### Staff Classification Description – Recruiter

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N541 (N1)  
**Grade:** 12  
**Date:** 08/2016

**Department:** Graduate Admissions

**Educational & Experience Requirement:** Bachelor's degree in Business, Communications, Marketing, Management, Education, or other related field. Two years experience in higher education. Knowledge of higher education on-campus recruitment activities preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Participates in activities involving the projection of the University's image to the public, assists prospective graduate students, and secures University students who can best profit from the educational opportunities of the University.

**Supervision Given & Received:** Works under minimum supervision.

**Primary Responsibilities:** Recruits graduate students. Develops and implements recruiting programs. Implements graduate school marketing efforts for specific programs. Manages and tracks recruiting efforts. Plans, executes, and participates in recruiting events. Identifies and contacts academically superior students, builds relationships, and represents the university professionally. Works closely with the Associate Director of Enrollment Communication, SHSU Online, and Marketing. Provides direction for all recruitment and retention activities. Supports the Director of Graduate Admissions by performing admissions tasks. Performs other related duties as assigned.

**Other Specifications:** Contacts include faculty, staff, administrators, students, and prospective students. Computer skills include Microsoft Office and use of student contact management system. Must exhibit a positive image for Graduate Admissions and Sam Houston State University. Must be reliable, personable, goal-driven, and a self-starter. Must have the ability to motivate others, build teams, and obtain goals. Must have excellent communication and presentation skills. This position requires travel and flexible hours (some nights and weekends).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**