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# Example of College Recruiting Job Description

Our innovative and growing company is searching for experienced candidates for the position of college recruiting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for college recruiting

* Counsel and provide information and advice about online programs generally, and about its admissions procedures specifically, to domestic and international prospective students, applicants, in a prompt, professional and courteous manner
* Read and evaluate admissions applications
* Reach out and encourage prospective students to explore and eventually apply to the online programs through engaging in correspondence, email and/or telephone contact
* Meet the program needs in terms of number of students needed to meet cohort needs while maintaining the high program standards
* Perform informational and assessment interviews of potential candidates
* Assist with operational functions including, but not limited to transcript verification, course articulation, processing and notification of admissions decisions
* Establish a high quality experience for interested candidates in the College of Business
* Support scheduling of recruiting events across various campuses
* Support large onsite interview days including scheduling interviews, organizing travel arrangements for candidates, reserving conference rooms, scheduling catering, sending out candidate communication, and communicating interview event details to the interview teams
* Track member referrals that apply to campus REQs and communicate with applicants as necessary

## Qualifications for college recruiting

* Eagerness to work collaboratively in strong team environment and ability to work independently when necessary
* Relevant experience in an Accounting function
* Strong understanding and knowledge of expense/accrual accounting, budgeting, forecasting and financial reporting
* Experience with marketing and advertising expense reporting is preferred
* Previous experience in the hotel/travel industry or in a franchise-based business is a plus
* Excellent verbal and listening communication skills