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# Example of Student Recruiter Job Description

Our growing company is looking to fill the role of student recruiter. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for student recruiter

* Serve as the recruitment contact for assigned institutions
* Work with other members of the recruitment/marketing team, faculty and others to design and deliver high-touch, face-to-face experiences for prospective students
* Effectively plan, communicate and engage students and other families in the college decision process
* Plan and participate in high-touch events and opportunities to engage with current students, faculty and alumni
* Work with assistant director, director and other colleagues towards intermediate team and individual goals
* Monitor progress on individual and programmatic goals and report effectively to the assistant director and the director
* Represent the college and its undergraduate programs to external audiences of high school personnel, community college personnel, higher education personnel, prospective students and others
* Obtaining informed consent from teens and their parent
* Conducting retention activities
* Coordinating data collection appointments

## Qualifications for student recruiter

* Experience in explaining one's thinking and rationale for decisions
* Experience in delivering and receiving constructive critical feedback
* Experience in discretion and confidentiality when handling or exposed to sensitive information
* Experience in customer service orientation with a bias toward action and problem solving
* Experience in finding solutions to unanticipated challenges
* Experience in thriving in a fast-paced work environment and to pursue multiple projects simultaneously