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# Example of Student Recruiter Job Description

Our innovative and growing company is hiring for a student recruiter. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for student recruiter

* Develop a plan and timeline to achieve a set recruitment target with short-term and long-term milestones, deliverables, and outcomes
* Work on targeted outreach to department chairs and seniors in College and offer to hold onsite information sessions about SoECS MS programs
* Identify and target companies that have strong tuition assistance programs
* Plan and convene in person or online information meetings and showcase events for prospective college students, target companies and alumni to discuss the professional development (course-or degree-based) needs of their employees and showcase SoECS programs
* Coordinate, plan, and participate in activities to introduce prospective students
* Serve as liaison between prospective students and Adult & Graduate Admissions
* Establish and meet weekly contact goals
* Develop a personal style of communication with prospective students including notes, newsletters, and regularly correspond with prospects via email, phone, in person meetings on campus or out in the community
* Collect and evaluate application documents for admission and present application documents for admission review
* Other related duties as assigned by the Dean or their designate

## Qualifications for student recruiter

* Experience working as a liaison to develop partnerships between the university local school and school systems throughout the state
* Knowledge of the local East Palo Alto and Belle Haven community strongly preferred
* Prior experience in Admissions recruitment specifically in the area of graduate level programs in engineering or computing sciences
* Proficiency in working with PC based programs including Microsoft Excel, Word and PowerPoint
* Knowledge of recruiting techniques and procedures in the student environment
* Basic knowledge of career exploration, selection, preparation and readiness principles