

Admission Recruiter for Transfer, Adult, & Military Students

Chatham University's Office of Admission's is looking for a successful and talented Admission Recruiter for Transfer, Adult, & Military Students.

This leadership position serves as a member of the Office of Admission's Undergraduate Admission Team. The Admission Recruiter for Transfer, Adult & Military Students is responsible for the recruitment and retention of transfer and adult students to achieve enrollment goals. This position will interface with off-campus education entities and stakeholders to help the institution reach enrollment goals.

Chatham University strives to promote a campus environment that understands and embraces multiculturalism while increasing individuals' intercultural competence. We actively work to build and sustain a diverse and culturally vibrant campus, which promotes employee and student success and retention.

Duties and Responsibilities:

- Evaluates transfer and re-admit applicants in accurate and timely fashion, reviews academic credentials and renders admissions decisions as mandated by admissions standards including data entry, tracking, and reporting in the Customer Relations Management (CRM) system
- Recruits prospective transfer, adult and military students by attending community college visits, college and/or career fairs, and other transition service programs and events
- Develop relationships with community college advising staff and community leaders through scheduled visits and recruitment opportunities
- In conjunction with the University Advising office, connects students with academic advisors and other resources to provide accurate and timely support for transfer students with questions about transferability of courses, academic planning, and differences between similar academic programs
- Conducts Admission and Financial Aid presentations and on-site visits.
- Maintains office hours on campus and seasonally off-site at community colleges during which time is available to interview students, review applications, evaluate pertinent documentation and make admission decisions on assigned student populations.
- Maintains proactive outreach and timely and prompt response with applicants utilizing all available communication tools to ensure inquiry to enrollment engagement of interested students.
- Assist with on-campus recruiting events and develops transfer and military focused events.
- Counsels students and their families on programs and services available at Chatham University.
- Makes regular reports concerning status of transfer student recruitment and enrollment
- This position requires daytime and some overnight travel throughout the year, as well as some nighttime and weekend hours.
- Be able to discuss degree completion options and interpret core requirements for each major with transfer prospects and applicants as well as determine if institutions are accredited; provide prompt decisions and help facilitate transcript evaluations for students.
- Develop and monitor transfer articulation impact on enrollment and persistence: A) Work with the Academic Advising Office, Academic Deans and Office of International Affairs and other stakeholders when transcript needs arise. B) Collaborate with in-state, out-of-

state and international community colleges to build positive relationships that reflect statewide agreements and the University's desire for transfer student success.

- Visit colleges to sustain the procedures that complement/enhance recruitment efforts for transfer students (i.e. increase equivalencies from colleges, expand web usage as a transfer tool, incorporate program evaluation into transfer process, suggest articulation partners, etc.)
- Facilitate on- and off-campus and virtual transfer days in conjunction with campus recruiters.
- Must be able to drive/hold valid driver's license.
- Other duties as assigned.

Qualifications:

A bachelor's degree a combination of education and experience is required.

Required skills include proficiency in Microsoft Word and Excel, ability to quickly learn and utilize proprietary educational software, exemplary written and verbal communication skills, basic math ability, and excellent problem-solving skills.

Excellent people skills with the ability to help prospective students feel at ease. Must function comfortably in a team structure and be able to speak before large and small groups with confidence.

Preferred Qualifications:

- Prior enrollment experience with transfer populations strongly preferred.
- Experience with SlateCRM a plus.

To Apply:

Interested applicants should go to <https://chatham.applicantpro.com/jobs/2178408.html> to apply. ***All documents should be uploaded at the same time at the time of application.***

Chatham University is an Equal Opportunity Employer with a strong commitment to diversity, inclusion, and equity. Persons of color, women, veterans, individuals with disabilities, and members of other underrepresented groups are highly encouraged to apply. Chatham University does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, age, or national origin.