

**OKLAHOMA BAPTIST UNIVERSITY**  
**POSITION DESCRIPTION**

**Title:** Director of Recruitment                      **Department:** College of Graduate and Professional Studies

Susan DeWoody                      6/23/2017  
Prepared by                      date                      Approved by                      date

**Supervision received:** **Dean, College of Graduate and Professional Studies**

**Supervision given:**     **Student Workers**

**Expectations for all employees**

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

**Purpose:**

The Director of Recruitment provides immediate and ongoing communication with prospective students in the College of Graduate and Professional Studies. A combination of an internal and external-facing position, the recruitment coordinator will develop external relationships and generate leads for the CGPS through office visits, community events and fairs, and incoming information requests.

**Essential Functions:**

- Provides enrollment counseling from point of inquiry until program acceptance. Acts as admissions liaison to program directors and dean.
- Communicates degree requirements and admissions requirements to prospective students, clearly outlining next steps.
- Collaborates with student services staff, program directors, academic deans, and other university personnel to provide world-class service for prospective and current students at OBU.
- Serves as external corporate and community relations contact on behalf of the College of Graduate and Professional Studies and Oklahoma Baptist University.
- Attends and presents information to prospective students at evening information sessions, Bison Connection luncheons, corporate and community visits, as well as college and career fairs.

\_\_\_ New    \_\_\_ Revision: \_\_\_\_\_ FLSA: \_\_\_\_\_

*HR Office only*

IPEDS: \_\_\_\_\_ Sal/Grd assignment: \_\_\_\_\_

PRN(s) \_\_\_\_\_

**Other Duties:**

- Participates in providing team coverage of the OKC location until 6pm on select evenings.
- Other duties as assigned by the Dean of the College of Graduate and Professional Studies.

**Qualifications:****Knowledge, Skills, and Abilities:**

- Excellent written and verbal communication skills.
- Self-directed and organized
- Broad knowledge and understanding of marketing, communications and public relations principles
- Ability to successfully meet deadlines, prioritize workload and handle multiple tasks simultaneously
- Excellent verbal, written and interpersonal communication skills
- Ability to maintain confidentiality of student records and information
- Ability to work effectively both independently and as a team member, and to maintain effective working relationships with various internal and external audiences

**Education and Experience:**

Bachelor's degree in a related field; Master's degree preferred. Successful prior experience in recruitment in education or human resources preferred. At least two years' experience in sales or related field required, preferably in an education or corporate environment

**Equipment:**

- Copier, scanner, fax
- PC or Apple computer
- Required: Microsoft Office suite

**Special Requirements:**

- Active member of an evangelical church, preferably Southern Baptist
- Professional dress and attitude.
- May be required to travel occasionally within region or rarely out of state.

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation  Performance Evaluation\*.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
date

*\*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*