

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Recruiting Officer - 3 Year Temporary
Location:	Big Rapids (Main Campus)
Department:	61100 - Admissions
Advertised Salary:	\$37,000 - \$39,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
FLSA:	Exempt
Temporary/Continuing:	Temporary
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	<p>Provide administrative leadership and management of student recruiting activities for the university's academic programming. Engage in recruitment practices which are in keeping with the Division's Mission and Vision Statements.</p> <p>Ability to travel with overnight stays and evening and weekend work.</p>
Position Type:	Staff
Required Education:	Bachelor's degree from an accredited college or university.
Required Work Experience:	Work experience in an aspect of recruitment, marketing and/or public relations.
Required Licenses and Certifications:	Valid driver's license.
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending

	<ul style="list-style-type: none"> • Carrying • Moving • Reaching • Sitting • Twisting • Driving • Lifting • Pulling/Pushing • Repetitive movement • Standing
Additional Education/Experiences to be Considered:	<p>Knowledge of and/or a degree in marketing, advertising, and/or communications.</p> <p>Familiarity with Ferris' programs and mission.</p> <p>Successful work experience in college admissions recruiting.</p>
Essential Duties/Responsibilities:	<p>Function as an official representative of the University at career fairs, high schools, career technical centers, and community college visits, new student orientations, education related conferences and other recruiting related activities.</p> <p>Acquire and maintain an in-depth knowledge of the University in order to provide explanation and interpretation of eligibility requirements and Admission's practices and procedures.</p> <p>Prepare and present written/oral student recruitment related communications to a variety of internal and external audiences.</p> <p>Use initiative and sound judgment in administrative matters, within the authority designated by the Dean or designee.</p> <p>Establish and maintain communications and coordination with administration, faculty, academic counselors, and staff on all pertinent recruiting issues, through meetings, conferences, and written communications as required.</p> <p>Serve on University committees to improve/increase recruiting efforts.</p> <p>Maintain inventory of student recruitment supplies and equipment</p> <p>Provide leadership in the updated maintenance of the student recruitment database that tracks prospects, admits, and enrollees. Generate reports from this database as needed</p> <p>Assist in the summer orientation and/or registration process.</p>

	<p>Manage all aspects of assigned territory.</p> <p>Provide personal and authentic communications to prospective students and parents.</p> <p>Acquire and maintain knowledge of multi software and cloud based tools.</p> <p>Maintain confidential information and be knowledgeable of, and comply with, university policies and procedures.</p> <p>Report to the Assistant Director of Admissions/Recruitment Processes.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p> <p>Any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	
Skills and Abilities:	<p>Ability to work with a diverse workforce and student population.</p> <p>Develop and maintain a positive working relationship with a varied and diverse group of constituents.</p> <p>Research, explore, and recommend effective methods of recruitment practices.</p> <p>Communicate successfully, both oral and written, to include public speaking.</p> <p>Project a positive image and establish good rapport with the public.</p> <p>Travel with overnight stays; work nights and weekends when necessary.</p> <p>Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.</p>
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume

	<ul style="list-style-type: none"> • Unofficial Transcript 1
Optional Documents:	
Special Instructions to Applicants:	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor's degree from an accredited college or university.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
Initial Application Review Date:	July 10th, 2023
Open Until Position is Filled?:	False
Posting Close Date:	July 7th, 2023
Contact Information:	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu .
EEO Statement:	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .