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<b>Job Title</b>	Admissions Recruiter
<b>PVN ID</b>	PS-2001-003452
<b>Category</b>	Instruction and Social Service
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	Office of Admissions
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 10, 2020 (Or Until Filled)

## General Description

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The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to transition from an associate degree into a bachelor's degree, complete a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2018 Best Online Bachelor's Degree Programs.

The Office of Admissions is seeking a creative and energetic Admissions Recruiter to provide proactive and high-quality admissions recruitment and application support to prospective students in the Bachelor of Science degrees in Nursing, Health Information Management, and Health Services Administration and the Certificate in Medical Coding. *More specifically, the admissions recruiter will be a critical part of an overarching plan to increase the enrollment of black and Hispanic men or students with a demonstrated commitment or contribution to the educational preparation of male African American, Caribbean American, and Latino students for the healthcare professions in these online Bachelor of Science programs.* Reporting to the Director of Admissions, the Admissions Recruiter will work collaboratively with the Admissions team, Academic Affairs, and other stakeholders to ultimately increase new student enrollment for the four online programs each semester.

## Other Duties

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The successful candidate's duties include but are not limited to:

- Create and implement a recruitment plan that will increase prospective students for the specified programs. The plan should include recruitment activities, event participation, communications with prospective students and networking opportunities for third parties who may be able to produce referrals.
- Develop and maintain a database of industry and educational professionals and various other stakeholders for the purpose of holding information sessions. Network with new contacts to help increase leads.
- Initiate and maintain regular communication with prospective students via phone, email, and mail to provide high level of customer service.
- Become familiar with the specified programs and related career opportunities to best communicate the value of our online Bachelor of Science programs and reach a student population that will be the best fit for these programs.
- Deliver engaging and articulate presentations to varied audience groups with strong public speaking skills.
- Communicate with faculty and administration to foster strong working relationships and share new opportunities in the defined fields.
- Prepare reports related to the history and progress of defined enrollment goals for the target population.
- Work independently but in collaboration with a high-functioning team to achieve the common goals of admissions to fulfill new student enrollment goals for the School.
- Performing other duties related to general admissions activities.

## Qualifications

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Bachelor's Degree and four years' relevant experience required.

The preferred candidate will have:

- Experience working with nontraditional and transfer students, specifically those in the health services field
- Excellent communication, interpersonal, and organizational skills
- Ability to build rapport and maintain positive, professional relationships with students, staff, and faculty
- Evidence of proactive problem solving and follow-up to resolve student issues
- Ability to maintain accurate and detailed prospect records
- Experience working with CRM systems
- Familiarity with PeopleSoft and/or CUNYFirst and the aptitude to learn new systems as needed
- Flexibility to work evening and weekend hours as needed

Salary is commensurate with education and experience.