Georgia State University

Job Title: Graduate Recruitment Coordinator

BCAT Code: 09IX44
Pay Grade: G13
FLSA Status: Non-Exempt
Effective Date: October 1, 2014
Revision Date: November 1, 2014

General Description
Executes recruiting strategies locally, nationally, and internationally. Plans and coordinates various events to increase the awareness of graduate programs offered by the College by holding information sessions, open house events, webinars, company visits, etc., and other recruiting events as needed and assigned.

Examples of Duties
- Develops a recruitment plan with upper management.
- Works with immediate supervisors on brochures and marketing campaigns for the assigned programs.
- Promotes the graduate programs by planning, coordinating, and holding information sessions, open house events, webinars, company visits, etc., and other recruiting events as needed and assigned.
- Travels to local and domestic events as needed to promote various graduate programs.
- Reviews admission applications and makes recommendations to the program admissions team.
- Works with the assigned Admissions Coordinator to ensure that the applications are complete and submitted in a timely manner for review.
- Runs weekly admission reports.
- Codes all decisions, such as admit, deny, waitlist, deposit, in Hobsons and Banner.
- Maintains the Hobsons database and ensures that program events and emails are updated.
- Participates in various University alumni, orientation, and graduation events.
- Liaises with professional organizations to promote the various graduate programs.
- Takes part in coordination meetings with other enrollment management coordinators to ensure that best practices and updates are shared across clusters.
- Stays up-to-date with best practices and updates.

Knowledge, Skills and Abilities
- Knowledge of University academic policies and procedures, and the College graduate programs.
- Knowledge of higher education and admissions.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to use independent judgment.
- Ability to supervise and direct the work of others.
- Ability to travel as needed.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources
Classification Section