



Undergraduate Admissions Recruiter

General Summary:

The Undergraduate Admissions Office within UMass Boston is seeking a full-time, temporary, Admissions Recruiter within our first-year recruitment team. Through this opportunity the selected candidate will gain experience in the higher education field and will work with high school students to guide them through their college search and application process. The Admission Recruiter will actively work to attract and recruit students to UMass Boston via the traditional means of high school visits and college fairs within a geo-territory. This will include the opportunity to conduct information sessions and provide enrollment counseling for prospective students, as well as participate in recommending admission decisions. The Admission Recruiter will work to establish relationships with personnel at assigned high schools as well across the university. This position may offer the ability to work remotely during specific points during the admission cycle.

Examples of Duties:

- Participate in recruiting first-year students through on-campus and off-campus recruitment events including, but not limited to, conducting information sessions, attending off-site recruitment events through high school visits, college fairs/workshops/panels, and developing partnerships with high school community
- Review undergraduate application materials for the purpose of recommending admissions decisions
- Counsel students and parents on admissions policies and career choices

Qualifications:

- Bachelor's degree required;
- Experience in higher education/admissions preferred;
- Ability to deliver services in an environment with an emphasis on customer service, both internally and externally;
- Strong oral, written and interpersonal communication skills and confident presenter;
- Strong organizational and problem-solving skills;
- Ability to work independently;
- Valid driver's license with clean driving history and access to a reliable vehicle;
- Travel and evening/weekend work required. Some hotel stays may be required.

Application Instructions: Please email your resume, cover letter, and list of one to two professional work references to Mouhamadou Diagne, mouhamadou.diagne@umb.edu

Resumes will be considered until the position(s) has been filled. Position will run approximately mid-August through end of December.

Hourly rate: \$23.00 | Temporary, non-benefited position