DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Traveling Admissions Representative

DEPARTMENT: Admission

DATE: April 1, 2016

SCHEDULE: Temporary, Full-time, M-F Late Aug.-Early Nov.

REPORTING SUPERVISOR: Director of Admission

FLSA: Non-Exempt

IPEDS: 21

JOB FUNCTION:
Implements recruitment plans to recruit students from a regional and national geographic territory to become part of the Drury University student body. Supports external relations with influential constituents (alumni, school officials, etc.) from assigned territory. Participates with management in developing and measuring short and long term objectives for the recruitment plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 75%</td>
<td>Ongoing</td>
<td>Schedules recruitment travel and represents Drury University at college fairs, high schools and churches locally, regionally, and nationally; speaking to and advising prospective students on college choice, academic and career planning, and serving as an information source and advocate for students and parents; gaining and applying knowledge of admissions practices; and having knowledge of Drury University, particularly as it relates to the university’s mission, academic programs, financial aid, and campus activities. Using personalized communication techniques, advises prospective students, parents, and high school counselors on academic and co-curricular opportunities at Drury University.</td>
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<tr>
<td>2. 10%</td>
<td>Ongoing</td>
<td>The representative is also responsible for referring prospective students to additional resources such as on campus admissions staff, faculty, coaches, alumni and other campus individuals or departments.</td>
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<tr>
<td>3. 10%</td>
<td>Ongoing</td>
<td>Manages, and executes all required data processes in order to utilize Drury database systems, CRM and communication flow, including data entry, data transfer, e-communication strategies.</td>
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<tr>
<td>4. 5%</td>
<td>As needed</td>
<td>Performs other duties as may be assigned by the supervisor.</td>
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MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum of a bachelor's degree (a Drury University degree is highly desired).
2. Ability to maintain a broad knowledge base of information about the college and its organization and to understand its unique characteristics, purposes, and philosophy.
3. Ability to be flexible to cover a complex recruiting travel.
4. Ability to work evenings and weekends for phone calling, special events, travel, and office work.
5. Ability to delegate work and supervise performance of work study student and intern.
6. Ability to represent Drury University in a positive manner.
7. Ability to follow the statement of "Principles of Good Practice" for admission as stated by the National Association for College
Admission Counseling.

8. Ability to establish rapport and connect with different types of people in a professional and positive manner.
9. Ability to contribute ideas and suggestions for departmental improvements of practices and procedures.
10. Ability to contribute ideas to the marketing and recruiting practices of the University.
11. Ability to counsel with all prospects, applicants, etc., to ease the transition from high school to college and from college to college.
12. Ability to work with faculty, staff, and administration throughout the admission, recruiting, and marketing program.
13. Ability to maintain sufficient knowledge of all scholarship and financial aid programs and application procedures in order to explain and assist all applicants and their parents in this complicated process.
14. Ability to use related software, especially Microsoft Office to prepare correspondence and reports.
15. Ability to use a telephone to make contacts and follow-up with prospects in a friendly and personable manner.
16. Ability to drive and to provide an automobile for travel to recruit in assigned territory.
17. Ability to communicate effectively with prospective students, high school guidance counselors, parents, and so forth.
18. Ability to present information in a formal setting to a group.
19. Ability to generate statistical reports from raw data for surveys and territory management.
20. Ability to use a calculator.
21. Ability to understand basic statistics for calculations.
22. Ability to be discreet to ensure confidentiality of files.
23. Professional appearance attire is required.
24. Must have a valid driver’s license and reliable transportation and be willing to travel by airline and/or car to oversee recruitment activities in designated territory.
25. Ability to conduct individual or group interviews.
26. Ability to be creative and execute ideas on how to recruit students to Drury University.
27. Ability to work individually and in a team environment.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, or kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Travel by car and airline and overnight travel is required.