

# **DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** International Recruitment Assistant

**DEPARTMENT:** Admission

**DATE:** August 2013

**SCHEDULE:** Flexible

**FLSA:** Non-Exempt

**REPORTING SUPERVISOR:** Director of International Admission

**JOB FUNCTION:**

Assists Director of International Admission with recruitment activities.

**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.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	50%	Ongoing	Corresponds with students via email, skype or telephone to inform them of acceptance process and materials they need to submit.
2.	25%	Ongoing	Uses Microsoft Word to compose acceptance packages under the supervision of the Director and prepares packages to be shipped via DHL or United States Post Office.
3.	10%	Ongoing	Works closely with the International Data Coordinator to ensure all documentation is being entered efficiently and accurately into EX. Compiles weekly reports of student requirements and students that are ready to review.
4.	10%	As Needed	Files and maintains student records both paper and electronic.
5.	5%	As Needed	Uses Microsoft Excel to keep accurate student information easily accessible. Compiles spreadsheets and data related to current student population, high school counselors, Education USA and other professional contacts.

**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. Excellent interpersonal, written, and oral communication skills are necessary for providing assistance to students and others, and for providing written correspondence on behalf of the director.
2. Ability to communicate effectively
3. Ability to learn to use the EX computer system, a laser printer, and excellent computer skills are necessary to do word processing and maintain the database.
4. Ability to key data accurately and utilize software.
5. Ability to complete tasks with little direct supervision; must possess high self-initiative and self-motivation.
6. Excellent organizational skills and the ability to prioritize workload and perform multiple tasks.
7. Attention to detail and ability to concentrate and deal with interruptions are necessary for accuracy.
8. Ability to maintain manual and computerized files.
9. Ability to use a copy machine, and other office equipment.
10. Ability to be discreet regarding confidentiality of files.
11. Must exhibit interest in cultures, openness, and appreciation of diversity.
12. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
13. Must be responsible and possess excellent time management skills
14. Must be willing to work without immediate supervision when the Director is on international recruiting trips.

***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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

***PHYSICAL DEMANDS:***

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 and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision.