

COSEA Graduate Recruiter Position Description

1. Job Summary:

Reporting to the Dean of the College of Science, Engineering and Agriculture (COSEA), the Graduate Programs Recruiter for the COSEA will further the College's outreach efforts by engaging in activities to promote the College's graduate programs and to facilitate the enrollment of qualified students in such programs. These outreach activities include, but are not limited to the following: establishing relationships with civic, corporate, government, educational, and other organizations / professional associations that support the educational advancement of their members; and attending statewide meetings or events of these organizations. The Graduate Recruiter will also work closely with the dean of the COSEA, department heads, the Office of Marketing and Communications, the dean of Graduate Studies, the Director of International Programs, and the Provost and Vice President for Academic Affairs, to gain a thorough understanding of the graduate programs offered by the College and the university services available to graduate students, to develop and coordinate campaigns and strategies to promote the College's graduate programs, to increase graduate enrollment, and to assist in the evaluation of current and potential graduate student markets. Additional responsibilities include working closely with the dean, department heads and directors/coordinators of A&M – Commerce's off-campus locations to ensure that class schedules are supportive of current and new graduate student enrollment. The COSEA Graduate Recruiter will also perform other relevant duties as assigned.

2. Required Education and Experience:

A Bachelor's degree in a discipline offered by the COSEA or in marketing / communications or related fields. Significant successful experience in marketing, communications, customer service or related fields. A Master's degree in a STEM discipline with evidence of potential success in outreach and graduate student recruitment may be substituted for the experience requirement. Exceptional communication skills.

3. Preferred Qualifications:

A Master's degree in a STEM discipline or in marketing / communications or related fields. Experience in student recruitment, marketing, communications, customer service or related fields in an institution of higher education. Ability to interact with international students and expertise in social media.

4. Other:

This is an exempt, full-time twelve-month position, at an annual salary of up to \$45,000.