

Student Recruiter
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=262948>

Downloaded On: Sep. 25, 2025 5:06pm

Posted Sep. 25, 2025, set to expire Aug. 12, 2026

Job Title Student Recruiter
Department Arkansas State University-Newport
Institution Arkansas State University - Newport
Newport, Arkansas

Date Posted Sep. 25, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Student Recruiter

Location: Newport

Job Code: 382

of Openings: 1

Student Recruiter

Arkansas State University-Newport

POSITION SUMMARY

Student Recruiter Arkansas State University - Newport

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Reporting directly to the Dean for Enrollment Management, the Student Recruiter is responsible for recruiting potential students to Arkansas State University-Newport and representing ASU-Newport in the communities we serve. This position is governed by state and federal laws and agency/institution policy.

SALARY & BENEFITS

The annual salary for this position is \$40,000.00.

At ASU-Newport, our employees are important to us. ASUN offers a competitive benefits package to all full-time employees that include, but are not limited to: health, life, and long-term disability insurance, paid time off, and a retirement plan. For more information about benefits, please visit

<https://www.asusystem.edu/offices/employee-benefits/>

ESSENTIAL DUTIES AND RESPONSIBILITIES

Represent the ASU-Newport both on and off-campus to prospective students in both credit and non-credit education pathways, parents, secondary school counselors and other individuals or organizations involved in the college selection process. Plan and implement recruitment activities for assigned high schools and territories, including travel to distant sites in the state of Arkansas. Participates in the development of student recruitment and retention plans, strategies, and written materials.

This position requires the ability to travel to remote locations and to load and transport admissions materials, displays and other equipment. Some evening and weekend hours required, especially during the travel season.

Counsel prospective applicants on the admissions process and opportunities at ASU-Newport. One-on-one admissions counseling to diverse populations is an important responsibility of this position. Admissions counseling occurs primarily by in-person appointments, phone calls, and emails.

Coordinate and contribute to the success of various student visit programs designed to recruit targeted prospective applicants to ASU-Newport. These programs require significant collaboration with various departments and offices across campus.

Manage ongoing strategic communications with high school and independent counselors, including email, print, and other media. Assist in the development and delivery of on-campus events and programs for counseling groups and individuals. Maintains a database of prospective and current

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students and/or potential degree candidates in the state, tracking communications to deliver a high level of service with prospects.

Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and the ability to present the college in a positive way to diverse populations. Ability to represent the enrollment management profession positively through a strong, student-centered ethic.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

The formal education equivalent of a bachelor's degree; plus one year of admissions counseling and outreach experience.

Other job related education and/or experience may be substituted for all or parts of these basic requirements, except for certification or licensure requirements, upon approval of the search committee chair and executive cabinet.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Shares responsibility for the maintenance and upkeep of assigned facilities and monitoring of equipment

SUPERVISORY RESPONSIBILITIES

Not applicable.

COMMUNICATION SKILLS

Ability to write reports, correspondence, and policy/procedure manuals so others will understand; ability to effectively present information and respond to questions from groups of students, faculty, administration, or the general public. The ability to speak clearly so others can understand instruction.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent, and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only

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limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under general direction of the Director of Enrollment Management, working from policies and general directives. Refers specific cases to supervisor when clarification or interpretation of the organization's policy when needed.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's customers.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use office equipment (desktop/laptop computer and software).

CONTACT WITH OTHERS Regular contacts with students, parents, and community leaders. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Regular contact with other university employees at all levels within the organization.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not Indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

Basic: Alphanumeric Data Entry, Database, CRM, Presentation/PowerPoint, and Spreadsheet

TOOLS AND TECHNOLOGY Awareness of mobile information gathering systems and devices. The ability to quickly learn current applicant/student information system (Banner).

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PARTICIPATION IN NATIONAL, REGIONAL, & STATE PROFESSIONAL ORGANIZATIONS

Examples: American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)

Arkansas Association of Collegiate Registrars and Admissions Officers (ARKACRAO)

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand; frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision.

Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator, and similar machines.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position. Some equipment may be hazardous.

To apply, please visit

<https://phe.tbe.taleo.net/phe03/ats/careers/v2/viewRequisition?org=ASUN&cws=37&rid=382>

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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