

Director of Student Recruitment, CAES

Posting Details

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Posting Number	S11649P
Working Title	Director of Student Recruitment, CAES
Department	CAES-Assoc Dean Instruction

About the University of Georgia

Since our founding in 1785, the University of Georgia has operated as Georgia's oldest, most comprehensive, and most diversified institution of higher education (<https://www.uga.edu/>). The proof is in our more than 235 years of academic and professional achievements and our continual commitment to higher education. UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA employs approximately 3,000 faculty and more than 7,700 full-time staff. The University's enrollment exceeds 40,000 students including over 30,000 undergraduates and over 10,000 graduate and professional students. Academic programs reside in 18 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.

About the College/Unit/Department

College/Unit/Department website

Posting Type	External
Retirement Plan	TRS or ORP
Employment Type	Employee
Benefits Eligibility	Benefits Eligible
Full/Part time	Full Time
Work Schedule	
Additional Schedule Information	M-F; 8am-5pm Occasional evening events Occasional travel
Advertised Salary	70,000 (Commensurate with Experience)
Posting Date	02/15/2024
Open until filled	Yes
Closing Date	
Proposed Starting Date	04/01/2024
Special Instructions to Applicants	Full consideration given to application completed by Feb 29, 2024.
Location of Vacancy	Athens Area

EEO Policy Statement The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status. Persons needing accommodations or assistance with the accessibility of materials related to this search are encouraged to contact Central HR (hrweb@uga.edu).

Position Information

Classification Title Public Service Professional AD

FLSA Exempt

FTE 1.00

Minimum Qualifications Requires at least a baccalaureate degree in the field. Please contact your Human Resources office for an evaluation of education/experience in lieu of the required minimum qualifications.

Preferred Qualifications Full consideration given to Application completed by Feb 29
Master's Degree preferred
3-5 years experience in recruitment in higher education

Position Summary This position is a critical member of the College of Agricultural & Environmental Sciences (CAES) Academic and Faculty Affairs leadership team that provides vision and leadership to undergraduate student recruitment and professional leadership development across the College. This position coordinates the College's efforts and is the lead staff role for undergraduate student recruitment and professional leadership development. It has budgetary responsibility and occasional travel for the College's undergraduate recruitment efforts. This role directs and provides strategic advice to the College's academic departments, the Tifton and Griffin Campuses, and works closely with the UGA Office of Admissions in developing recruitment programs and printed and web-based recruitment materials for student recruitment.

<http://www.caes.uga.edu/academics.html>

Knowledge, Skills, Abilities and/or Competencies Knowledge of undergraduate student best practices.
Ability to effectively communicate verbally and in writing.
Knowledge in marketing, social media engagement, and student recruitment.

Physical Demands Light office work in an indoor and outdoor environment. Driving to perform job related tasks.

Is driving a responsibility of this position? Yes

Is this a Position of Trust? Yes

Does this position have operation, access, or control of financial resources? No

Does this position require a P-Card? No

Is having a P-Card an essential function of this position? No

Does this position have direct interaction or care of children under the age of 18 or direct patient care? Yes

Does this position have Security Access (e.g., public safety, IT security, personnel records, patient records, or access to chemicals and medications)

Yes

Credit and P-Card policy

Be advised a credit check will be required for all positions with financial responsibilities. For additional information about the credit check criteria, visit the [UGA Credit Background Check](#) website.

Duties/Responsibilities

Duties/Responsibilities

Responsible for undergraduate student recruitment activities for the College of Agricultural & Environmental Sciences, occasional travel and the associated budget for these activities. These may include, but are not limited to:

- GVATA Georgia Vocational Agriculture Teachers Association
- Georgia FFA summer camp
- UGA Admissions First Look Events
- ShowCAES
- FYOS
- Georgia National Fair
- Sunbelt Ag Expo
- Georgia National FFA Convention
- Pacesetters Luncheon
- UGA Admissions New Dawg Events
- UGA Orientation
- 4-H Events
- CAES Rural Scholars Program

Serves in a dotted line relationship as team lead for undergraduate recruiters on the UGA Tifton & Griffin campuses. Collaborates with the UGA Admissions office by managing CAES involvement in Admissions' yield and recruitment events. Manages and oversees Prospective Student In-person, Virtual, Group, and VIP visits.

Percentage of time

50

Duties/Responsibilities

Leads and manages the College's Ambassador program and other centrally coordinated professional leadership development activities including developing the application, information sessions, Alumni Ambassador Application Selection Panel, group interview, individual interviews, selection of judges, email communications, New Ambassador Sessions, Ambassador Retreats, uniforms, semester meeting sessions and services to off campus stakeholders.

Percentage of time

20

Duties/Responsibilities

Coordinates designs and recruitment programs including promotional flyers, brochures, mailings, videos, social media posts, and webpage content. Assesses the College's recruitment programs for effectiveness and makes changes as needed. Develops and monitors student recruitment activities and goals. Uses recruitment assessment data to arrive at decisions.

Percentage of time

20

Duties/Responsibilities

Collaborates with vendors, UGA Office of Marketing and Communication (OMC), UGA Admissions Office, the College's Office of Diversity and Inclusive Excellence (ODIE), Office of Development and Alumni Relations, transfer advisors, and departmental Undergraduate coordinators to promote student recruitment and professional development.

Percentage of time

10

Contact Information

Recruitment Contact

Contact Details

For questions concerning this position or recruitment progression, please refer to the Recruitment Contact listed below.

Recruitment Contact Name

Dana Dove

Recruitment Contact Email

danash@uga.edu

Recruitment Contact Phone

706.542.1611

Posting Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter
3. List of References with Contact Information

Optional Documents