



**WILLIAM JESSUP**  
UNIVERSITY

**JOB TITLE:** Transfer Recruiter  
**DEPARTMENT:** Traditional Undergraduate Admissions  
**SUPERVISOR:** Director of Undergraduate Admissions  
**FLSA STATUS:** Non-Exempt

### **MAJOR PURPOSE**

The Transfer Recruiter role functions as a recruitment professional for William Jessup University with the specific purpose of achieving enrollment growth by recruiting well-matched and diverse prospective transfer students. Recruitment of prospective students includes the ability to promote the unique benefits of a Jessup education to prospective students, their parents and other stakeholders including but not limited to community college counselors, church staff, local partners and businesses and the community at large. The primary goal for the Admissions Recruiter will be to generate new prospective student leads, as well as generate new applications within their target territory.

---

### **ESSENTIAL DUTIES & FUNCTIONS:**

1. Recruit prospective students to Jessup University from assigned geographic areas with consistent focus on high contact rate and in person meetings.
  - a. Utilize creative relationship building to execute creative opportunities for weekly recruitment of transfer students
  - b. Recruit at college fairs, conferences, church events, etc. as needed: specifically during the fall and spring travel season
2. Research and analyze demographics to effectively schedule, and coordinate visits to high schools, community colleges, and churches in assigned geographical areas to recruit prospective students.
  - a. Create stakeholder relationships with area influencers, such as high school & college pastors, high school career center counselors, teachers, etc.
3. Travel to assigned geographic market areas to meet specific recruitment goals.
4. Nurture prospect inquiries that have been generated during peak seasons and convert them into applicants for either the spring or fall semester through outbound phone and email outreach.
5. Target specific interested prospects for visits to campus and partner with the visits & events team to schedule on-campus visits to meet weekly metrics
6. Responsible for generating a percentage of student RSVPs for both on-campus & virtual events as advertised by the university.
7. Other duties as assigned.

### **QUALIFICATIONS:**

#### **EDUCATION/CERTIFICATIONS:**

- Bachelor's degree required

#### **REQUIRED KNOWLEDGE/EXPERIENCE:**

- Strong background in modern sales performance skills (B2C experience preferred) and a demonstrated track record of consistently meeting and

exceeding sales goals.

- Strong preference towards a candidate who has familiarity with higher education recruiting practices, usage of higher education specific CRM software and working within a university system with multiple departments
- Problem solver and able to deal with changing circumstances and have shown the ability to overcome obstacles.
- Experienced in providing excellent customer service – especially in the area of providing customers with tailored solutions that directly lead to sales
- Possesses strong writing, interpersonal and communication skills, especially as it relates to prospective students
- Must be willing to travel for recruiting purposes, work evenings and weekends to meet designated goals.
- Ability to work independently within a team structure and effectively with a diverse constituency.

**SKILLS/ABILITIES:**

- Commitment to work in a Christian liberal arts institution
  - Demonstrated proficiency with Microsoft Office Suite and Google Apps
  - Highly motivated self-starter who is able to prioritize their work strategically and efficiently
- 

**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

**WORKING CONDITIONS**

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

---

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear

and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

---

Employee Signature

---

Date