16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

13. Essential Functions of the Job* - Essential Functions of the Job* - Serves under the working title of Director for Recruitment. Reports to the Associate Vice President for Enrollment Management. Primary emphasis will be placed on recruiting undergraduate students. Serves as the primary liaison and outreach coordinator with the 28 Florida Community Colleges and as the University’s articulation officer and transfer student advocate. Develops and maintains working relationships and formal articulation agreements with the 28 Florida Community Colleges and other private post secondary institutions, Florida High Schools, and Alumni Organizations. Develops programs and services for prospective students to enhance enrollment. Manages in conjunction with coordinators recruitment events, conducts preadmissions sessions for all undergraduate student types, manages schedules to cover outreach visits, conducts high school counselor workshops, events, and open houses targeting undergraduate student recruitment, and develops close working relationships with counselors in area high schools. Is involved in public relations and provides academic, general student services for transfer students.

- Manages admissions scholarship award processes, in conjunction with the Office of Financial Aid and Scholarships, as a recruitment activity. Facilitates internal articulation between Academic Affairs, the Office of Recruitment, University Colleges & Schools, and the Division of Student Affairs.
- Participates in the design, update and distribution of publications updates targeted toward all prospective students.
- Coordinates community college and transfer student recruitment events 3-4 times annually. Plans and coordinates various community college activities and programs such as the annual 2 + 2 Articulation Workshop for community colleges and the regional articulation workshop for community colleges. Coordinates activities and programs such as FAMU Open Houses, Student Call-Center, Campus Visits, and Admissions Follow-up targeted for prospective students in high schools.
- Coordinates, manages, and prepares reports related to prospective students as part of the recruitment process and activities. Implements and maintains communication plan using appropriate recruitment module within the PeopleSoft System.

Program Direction and Development – Responsible for planning, coordinating, and implementing all activities, programs, and services for university recruitment. Responsible for recruitment, training, and supervising a superior staff to represent the University accurately and positively. Responsible for developing, implementing, and directing all aspects of the campus recruitment program. Will develop and implement policies and procedures for the Recruitment Office. Works in collaboration with the graphic designers and external companies regarding development of literature for prospective students, visitors, and the general public. Builds and creates quality programs, polices, and services to promote support, and commitment to the institution and its mission among influential members of the University community including members of the Board of Trustees, Alumni, financial contributors, and student leaders. Responsible for collecting, analyzing, and reporting recruitment statistics. Represents the university at college fairs, off-campus meetings, decision days, and conducts recruitment presentations to prospective students. Performs other duties as assigned by the Vice President for Enrollment Management and/or Vice President for Student Affairs.
Level of Public Contact (statement of internal and external business contact, including frequency and scope) – Serves as a liaison to College Deans, Associate Deans, Advisors and Faculty regarding the implementation of transfer course procedures, and admission of degree-seeking students. Has high level of public contact as a representative of the Office of Recruitment in activities as they pertain to admissions, transfer articulation and recruitment activities.

Marginal Functions of the Job** - Attention to Admissions processing and/or follow-up during peak times. Performs other duties as assigned by the Vice President for Enrollment Management and/or Vice President for Student Affairs.

17. POLICY MAKING INTERPRATION: Assists the Director for Admissions and Recruitment in monitoring the university’s compliance with the Statewide Articulation Agreement (SBE 6A-10.024) and other statutes/rules, which relate to the transfer of students. Interprets statutes and rules related to the Statewide Articulation Agreement and other statues/rules related to the transfer of students and develops and recommends policies to Academic Affairs and the Office of Admissions. Implements policies, interprets university and the SUS policies for community colleges administrators, staff, and transfer students. Makes recommendations to the Director of Admissions and Recruitment in the formulation, development, and implementation of University policy and procedures regarding admission of degree seeking transfer students. Recommends issues of policy to the Director of Admissions and Recruitment and is responsible for the interpretation and implementation of policies and procedures regarding the transfer of credit. Interprets and implements Board of Trustees policies, rules, and Florida Statues regarding the admission and articulation of transfer students.

18. SUPERVISOR’S POSITION: Number: 17736 Class Code: 9358 Class Title: Associate Vice President for Student Affairs

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.
Coordinators, HS and/or Community College Relations: #17734, #17576, #16828, #18958, and #17676

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error. - Responsible for developing and maintaining expenditure records of the assigned annual budget under the supervision of the Director for Admissions and Recruitment, Vice President for Enrollment Management, and/or Vice President for Student Affairs.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.) - Must ensure compliance with the Federal Educational Rights Privacy Act (FERPA) regarding handling confidential student records and other confidential information.

22. KNOWLEDGE/SKILLS/ABILITIES:
Must be computer literate and know common PC software applications. Ability to navigate PeopleSoft System. Must have excellent communication skills, both orally and in writing. Should be creative, enthusiastic and must have the ability to interact in multiple settings.

EDUCATION/TRAINING/EXPERIENCE –

Specialized Minimum Qualifications: Master’s degree from an accredited institution in education, student personnel, public administration, business, or a related area and two years of appropriate experience; or a bachelor’s degree from an accredited institution in education, public administration, business, or a related area and four years of appropriate experience. Experience in recruitment, transfer admission, and/or student affairs.

Preferred Qualifications: Experience in higher education with direct experience in an Office of Admissions, especially within the areas of recruitment and transfer admission. Other desirable qualifications include direct experience with a student information system, records management and project management. Experience with PeopleSoft, SCT Banner or other similar resource planning software.
23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
   Please review statements below check all that apply.
   
   __ This position requires a background check and/or fingerprinting. Florida Statutes.
   __ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
   __ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
   __ This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION

24. SIGNATURES:

   Incumbent ___________________________ Signature ___________________________ Date ___________________________

   Reviewing Officer & Title ___________________________ Signature ___________________________ Date ___________________________