

## Graduate & Professional Studies Recruiter

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**Job Type:** *Full Time Staff*

**Location:** *Wichita-KS*

**Salary:** *Salary*

**Benefits:** *Full Benefits*

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### Job Description

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Friends University is seeking to fill a Graduate & Professional Studies Recruiter position for the adult and graduate education programs in Wichita, KS. The recruiter will secure student enrollment for designated academic programs. The recruiter will serve as a representative of Friends University to prospective students interested in on ground and online programs. The recruiter is a front line sales and customer service representative responsible for responding to new and existing inquiries via phone, email, chat, and any other form of communication necessary.

Friends University seeks to hire individuals who will embrace our mission and celebrate our commitment to equipping students to honor God in their personal, professional, and spiritual lives by adhering to the University's RISE Core Values (Respect, Inclusion, Service and Excellence). The mission of the University is:

Friends University, a Christian University of Quaker heritage, equips students to honor God and serve others by integrating their intellectual, spiritual and professional lives.

Responsibilities:

- Responsible for lead generation as well as recruiting and is the initial formal contact for inquiries coming into the university. The primary focus will be to sell online and/or on ground degree programs. Responsible for generating and converting inquiries to applications and establishing and maintaining relationships with prospective students to help meet enrollment and customer satisfaction goals. Responsible for daily prospect pool ranking, management and maintenance through daily prospecting/telemarketing efforts to meet required contact expectations. Schedules, plans, and attends information meetings, registration meetings, and/or workshops to recruit and provide information to prospective students. Develops, schedules, and staffs recruitment activities including but not limited to: education fairs, community college visits, corporate visits and other activities in support of enrollment goals. Assist in educating the general public in Wichita and surrounding areas about Friends University degree offerings in support of university outcomes and strategic marketing initiatives. Assists walk-in students with program selection and program questions. Partners with Academic Success Coaches to make sure students are enrolled.
- Make recommendations to the marketing plan to recruit prospective students, utilizing a variety of media. Prepares and distributes mailings and emails for

recruiting purposes. Collaborate with management, marketing, and recruiting staff on various projects supporting the sales and marketing of University program portfolio.

- Serves on university committees and attends departmental meetings. May travel to other locations to assist with recruitment as needed. Attends training sessions required by the employer to adequately perform the major duties of the position.

Work hours are normally between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday, and average 45-50 hours per week. Some evening and/or weekend hours may be requested/required.

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- A minimum of two years sales experience required; experience in direct or commission-based sales and recruitment preferred. Two years direct recruitment experience in higher education or education industry preferred. Computer proficiency necessary (Microsoft Office products preferred).
- A bachelor's degree in marketing, public relations, communications, and/or business management, or equivalent education is required; master's degree is preferred.
- Possess a thorough understanding of the principles and practices of recruitment and admission activities; knowledge of financial aid strategies, exceptional interpersonal leadership and customer service skills; and the ability to serve as a team player in a fast-paced, goal-oriented environment. Possess initiative and ability to achieve class enrollments commensurate with the university's expectations. Must be a self-starter.

Please visit our employment site at [www.friends.edu/employment](http://www.friends.edu/employment) to apply. Only applications submitted through this Friends University website application process will be accepted.