



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Job Title:

Student Recruiter

Job Description:

- Assist in providing comprehensive multicultural student services program; recruit high school and non-traditional diverse students; provide academic advisement for students.
- Must possess these skills and abilities or be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

Duties and Responsibilities:

- Two years of experience in academic advising or multicultural programming at the post-secondary level.
- Experience providing student services to diverse students preferred.
- Community College experience preferred.
- Assist in locating and serving prospective students.
- Provide outreach and information to the community to increase awareness of academic and student life.
- Assist in student retention.
- Create, plan, and implement New Student Orientation/Registration to incoming freshmen each semester.
- Serve as a student recruiter by maintaining contact with assigned high schools and provide counselors with follow up information throughout the year.
- Maintain contact with prospective students and serve as the mentor.
- Attend High School College/Career Fairs.
- Give recruiting presentations, including oral and PowerPoint, during recruitment and orientation day.
- Be available for night and weekend activities.
- Participate in recruitment throughout the community at local malls, Civic Centers, hospitals, and businesses.
- Assist in planning and presenting New Student Orientation/Registration.
- Prepare packets of information for distribution to area high schools.
- Other duties as assigned by the Recruiting Supervisor.

Job Qualification:

- University Degree in related field
- College experience preferred.
- Strong communication skills in English and Arabic
- Must be able to plan, organize and schedule school visits and implement different presentations
- Experience providing student services to diverse students preferred