



# INSTITUTE OF AMERICAN INDIAN ARTS

## JOB DESCRIPTION

**TITLE:** ADMISSIONS RECRUITER/COUNSELOR  
**DEPARTMENT:** ADMISSIONS, RECORDS, ENROLLMENT (ARE)  
**CLASSIFICATION:** EXEMPT  
**REPORTS TO:** DIRECTOR  
**SUPERVISES:** NONE

### SUMMARY OF RESPONSIBILITIES

A Recruiter represents the Institute to prospective students, parents, and educators in order to increase public awareness of IAIA's mission, and to recruit qualified students to the Institute. Under the supervision of the Director of ARE, a Recruiter reaches prospective students from local and national educational venues with significant Native American student populations— e.g. qualified high school graduates from SFIS, representing New Mexico's 22 Tribal communities, and transfers and graduates from the 36 Tribal Colleges and Universities.

### ESSENTIAL POSITION FUNCTIONS

- Represents the Institute to prospective students, educators, parents, at appropriate educational and cultural venues, increasing public awareness of the Institute's educational opportunities and advantages
- Recruit qualified students to the Institute
- Under supervision of ARE Director, adheres to ARE recruitment plan
- Assist in updating Student Information System with potential students and follow up
- Maintain contacts with potential and current students for purpose of admission and retention.
- Provide report to ARE Director of recruiting activities
- Continues efforts with promising recruitment venues and contacts
- Give campus tours and participates in ARE retention and recruitment activities when appropriate.
- Understand the ARE strategic plan for recruitment and retention
- [Assists potential students with FAFSA information and scholarship opportunities at IAIA.](#)
- [Potential for financial bonus for exceeding number of recruits.](#)
- Other duties as assigned.

### REQUIRED EXPERIENCE AND EDUCATION

Baccalaureate degree required in related field. IAIA graduate preferred.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- High tolerance for travel demands of the position
- High writing and oral communication skills
- Pleasant, courteous and professional with colleagues,
- Energetic, positive, and persuasive with prospective students, parents, and educators
- Knowledge of IAIA and its programs and commitment to its future
- Capacity to learn about and discuss the financial aid and enrollment process
- Knowledge of Tribes and their educational and scholarship programs
- Ability to work successfully with students, alumni, parents, and educators relative to job responsibilities
- Ability to work independently or as assigned, and to bring projects to conclusion on a timely basis.
- Able to maintain appropriate standards of conduct and ethics, including confidentiality and integrity
- Good organizational skills

- Appropriate knowledge and skills for word processing and specific ARE software.

**WORKING CONDITIONS**

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

IAIA PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

HR MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

REVISED 6/08