

**Kansas Board of Regents
Position Description for
Engineering Recruitment Coordinator**

Date: September 2023

Name: Vacant

Position No.: K0245370

Supervisor: Vice President for Workforce Development

Brief Description of Position: The Recruitment Coordinator will participate broadly in the student recruitment functions for engineering programs at Kansas public universities, including Kansas State University, the University of Kansas, and Wichita State University. Responsibilities will include the development, organization, and coordination of engineering recruitment functions including coordination and assistance with selected outreach programs, and participation and collaboration in engineering recruitment events and programs. This remote position will work primarily in the Austin/San Antonio, Texas geographic area.

Position Duties:

- Plan, develop, execute, and analyze off-campus recruitment programs and events for prospective engineering students and their families. Develop relationships with high school guidance personnel and faculty, and with alumni in targeted areas.
- Recruit prospective students by making college visits, attending high school career fairs, and other events where a college recruitment presence is appropriate.
- Review and analyze data and results to determine K-12 students/schools, fairs, and events to attend/visit in support of engineering programs strategic growth plans.
- Initiate and maintain a timely, effective, and personal relationship with prospective students and their parents. Communicate effectively with prospective students about College/School of Engineering opportunities at Kansas universities through use of marketing strategies and materials.
- Apply knowledge of university admission standards, scholarship and financial aid opportunities, processes for enrollments, engineering program offerings to best advise students and parents on their individual needs and interests.
- Assist with developing new and innovative special events and recruitment activities as well as developing ways and means to create a greater impact through recruitment events.
- Establish relationships with organizations and communities to bolster recruitment from underrepresented communities.
- Collaborate with the engineering recruiting staff at the three universities to ensure recruitments efforts blend with efforts already in progress.
- Performs other duties as assigned by the Vice President for Workforce Development.

Supervisory Duties:

- None

Required Qualifications:

- Bachelor's degree from an accredited institution
- Strong analytic, organizational, interpersonal, and communication (both written and oral) skills
- Strong people skills including the ability to establish positive interaction with a variety of people
- Ability to work and communicate with multiple constituents and stakeholder groups
- Willingness to travel
- Availability for some evening and weekend work