

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COLLEGE RELATIONS REPRESENTATIVE**

**Reports To:** Designated Supervisor

**UW Job Code:** 3535

**UW Job Family:** 35 - Student Service Management Support

**SOC Code:** 21-1012

**FLSA:** Exempt

**Pay Grade:** 19

**Date:** 2-1-17

**JOB PURPOSE:**

Represent and give information pertaining to certain Colleges within the University to prospective students, their parents and transfer students within Wyoming and across the country; assist with development and implementation of student recruitment strategies, as directed; assist with planning, coordinating, and supervising specific College admissions programs or projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Interview prospective students and discuss University and College-specific admission requirements, financial aid policies, residency requirements and University/College policies and make initial determinations concerning admission status.
- Coordinate prospective student visits.
- Assist with planning, coordinating and supervising specific programs or projects, as assigned.
- Assist in planning and implementation of recruitment, admission and retention strategies.
- Work collaboratively with other campus departments, staff and faculty in administering admissions and recruiting programs or projects.
- Assist with planning, organizing and operating orientation programs, and other recruiting events.
- Assist in preparation of a variety of recruiting/admission publications.

**SUPPLEMENTAL FUNCTIONS:**

- Provide data collection, program statistics, prepare reports and maintain program files.
- Respond to general correspondence, as directed, and assist with the preparation of newsletters for prospective students.
- May attend professional development workshops relating to admission.

**COMPETENCIES:**

- Attention to Detail
- Collaboration
- Judgment
- Influence
- Technical/Professional Knowledge
- Service Orientation

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration, or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- College-related programs such as financial aid, housing, registration and records, and academic advising.
- Time management and organizational skills.
- Planning and scheduling techniques.
- Admissions policies and eligibility requirements.
- Project planning, coordinating, and implementation procedures.
- Customer service standards and procedures.
- Budget/fiscal management.
- Data collection, report preparation, and statistical analysis.
- Student recruitment and retention issues.
- Programs/services available to university students.
- Community outreach practices.
- Innovations and current trends in university admissions.

Skills and Abilities to:

- Evaluate student transcripts and/or records.
- Event planning.
- Work effectively as a team member.
- Effectively supervise, evaluate and set work schedules for students.
- Communicate effectively, both orally and in writing, as well as in a public setting.
- Make administrative/procedural decisions and judgments with skills in gathering data, compiling information, and preparing reports.
- Complete moderately complex administrative paperwork.
- Perform complex tasks and prioritize multiple projects with skills in organizing resources and establishing priorities.
- Analyze and solve problems and make evaluative judgments.

- Provide excellent customer service.
- Manage databases, maintain records, word processing and data entry.
- Travel from location to location.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. Frequent travel in designated geographic area.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.