

WILLIAM WOODS UNIVERSITY  
JOB DESCRIPTION

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JOB TITLE: MBA/Business Programs Admissions Representative  
DEPARTMENT: Graduate & Adult Studies  
REPORTS TO: Director of Business Recruitment

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**GENERAL DESCRIPTION:** The MBA/Business Programs Recruitment Representative is primarily responsible for the recruitment of students for the MBA and business programs by providing informational meetings, mass mailings, participation in trade shows/Education Workshops/Associations, and other forms of correspondence.

**SPECIFIC RESPONSIBILITIES:**

- Recruit students for MBA and business programs.
- Process applications and track admission documents (transcripts, recommendations, etc.).
- Enter data and track information through the Apply Yourself database.
- Meet with students off campus at their convenience.
- Answer inquiries via telephone and email.
- Give presentations to schools, teachers, and education associations.
- Provide informational meetings in different communities.
- Attend orientations for programs in given areas.
- Update brochures, marketing materials, and work with advertising agency.
- Provide mass mailings to school districts.
- Participate in education trade shows, education workshops, associations, etc.
- Work closely with venue representatives in various communities.
- Contribute to program development and strategic planning functions, activities.
- Other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Ability to climb several flights of stairs several times each day.
- Ability to lift, push or pull up to 50 pounds.
- Ability to crouch, kneel, bend or stand for long periods.
- Ability to speak and read English fluently.
- Ability to hear.
- Ability to use a computer keyboard.
- Effective mobility skills required to move about freely and quickly in office and on campus.
- Holds a valid Missouri drivers license.
- Able to drive any type of vehicle without restrictions.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree, Masters degree preferred.
- A minimum of 2 years experience in marketing, public relations, public information, communication, higher education or public education.

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- Demonstrated understanding of the dynamics of adult student recruitment and admissions.
- Demonstrated ability to work well with adults.
- Ability to use database system.
- Daytime travel in mid-Missouri and occasional evening and weekend work.

**WORK SCHEDULE:** This is an exempt, benefit eligible position requiring 40+ hours per week, 12-month position with evening or weekend work as needed.