



UNIVERSITY OF MINNESOTA ROCHESTER

Admissions Representative – Wisconsin

As a professional member of the University of Minnesota Rochester, Office of Admissions, the Admissions Representative will assist with the recruitment of undergraduate students to our premier undergraduate health sciences university. UMR is seeking a highly motivated, energetic, admissions representative with an optimistic attitude, who will play a key role in sharing their passion for UMR's Vision and distinctiveness; cultivating relationships with future healthcare students from diverse backgrounds; and providing excellent service to prospective students and their families during the recruitment and admissions process. The primary objective of the Office of Admissions is to meet UMR enrollment goals and to ensure a highly qualified and diverse student body. This position will focus their recruitment on the state of Wisconsin. The Admissions Representative will be based in Rochester but there is the option to be regional in Southern Wisconsin and provided with all supplies and technology to work remotely from the area. If regional, the Admission Representative is expected to be on campus for the first few months for training. Following the training period, the Representative will virtually attend team meetings and be present on the Rochester campus at least once a month.

The Admissions Representative reports to the Director of the Office of Admissions who reports to the Vice Chancellor for Academic Affairs and represents the Office of Admissions on the Vice Chancellor's Leadership team; in addition, this recruiter will work with the Admissions team to implement the recruitment aspects of the UMR Marketing and Communication Plan and the UMR Enrollment Management Plan.

Duties and Responsibilities:

Recruitment: 85%

Recruit students to the undergraduate health sciences programs of the University of Minnesota Rochester, including but not limited to the following activities:

- **High school visits:** The representative will travel to high schools to cultivate relationships with high school counselors and interested students. The Representative will assist in the development of a travel schedule and will be responsible for making detailed arrangements.
- **College fair participation:** The representative will take an active role in coordination and participation at college fairs.
- **Campus visits:** The representative will share in the execution of campus visit days including group presentations and campus tours as well as individual visits.
- **Personal Correspondence:** The representative is expected to recruit students through personal contact via text, phone, e-mail, social media, print publications, personalized letters and other appropriate forms of communication. Each representative will contribute to the success of the communication flow established by the Admissions and Recruitment Marketing team.



- **Accurate, Up-to-Date Record Keeping:** UMR values evidence-based decision making. The representative will utilize and maintain accurate data in software systems to allow for the construction of the weekly report to the Enrollment Management Team by the Director of the Office of Admissions. The representative will keep detailed records of student contacts.
- **Recruit under-represented students** in a collaboration with the Student Success, Engagement and Equity Team. The representative will also be working with community organizations such as College Possible and AVID (Advancement Via Individual Determination).

Office of Admissions Teamwork / Application Processing and Professional Development: 15%

- Participate actively and collaboratively in regular team meetings to coordinate activities.
- Processing applications.
- Contribute to the daily operation of the Office of Admissions, as assigned by the Director.
- Provide materials and input for the communication flows.
- Engage in professional development to serve recruitment endeavors.

Days and Schedule

- The Admissions Representative must be able to travel. Overnight visits will be required (travel reimbursement is provided).
- Applicants must be willing to work beyond an 8:00 a.m. to 4:30 p.m. work schedule to fulfill the responsibilities of the position.

Required qualifications:

- Bachelor’s degree and two years of experience
- Valid driver’s license

Preferred qualifications:

- At least one year of experience in admissions, student recruitment, the transfer process, or multicultural student support.
- Experience recruiting under-represented students.
- Fluent in English and one other language eg. Spanish, Hmong, Somali.
- Ability to work in an innovative, collaborative, and sometimes ambiguous environment.
- Demonstrated commitment to UMR values: evidence-based decision making; diversity and inclusion; respect; human potential; and community.
- Intercultural communication skills and/or a global perspective (e.g. international or intercultural experiences).
- Demonstrated ability to meet deadlines, prioritize tasks, manage multiple projects, and take initiative, working independently without supervision.
- Excellent public speaking.



- Ability to relate well with high school students and parents with strong interpersonal communication competency.
- Excellent writing skills, including professionalism in composing emails.
- Ability to use and learn a variety of computer programs including Excel, PeopleSoft, and other databases; Slate or a similar admission database experience.
- Bachelor's degree from the University of Minnesota Rochester.
- Knowledge of Wisconsin high schools.

