



UNIVERSITY OF MINNESOTA ROCHESTER

Admissions Representative

As a professional member of the University of Minnesota Rochester (UMR), Office of Admissions, Admissions Representatives assist with the recruitment of undergraduate students to our premier undergraduate health sciences university. UMR Admissions Representatives are highly motivated, energetic, have an optimistic attitude, and play a key role in sharing UMR's Vision and distinctiveness. 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 is accomplished by cultivating relationships with students from all backgrounds, providing tailored service to prospective students and their families throughout the recruitment and admissions process, and working with the diverse communities that represent the growing diversity in the UMR student population. We are seeking Admissions Representatives who will be based out of the Rochester campus. Representatives are provided with all supplies and technology necessary to support their work when remote or traveling, including a University vehicle for job-related travel. If remote/regional, the representative will attend necessary training on the Rochester campus and will be expected to be on campus at least twice a month in addition to designated campus visit days. Regular team meetings can be attended virtually.

Admissions Representatives report to the Associate Vice Chancellor for Enrollment Management. In addition, Admissions Representatives 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 participates in 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, cultivating relationships with teachers and community members to develop trust. 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.
- Process applications.
- Conduct individual admission interviews with prospective students and families.
- 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

- Admissions Representatives must be able to travel. Overnight visits will be required (travel reimbursement is provided).
- Applicants must be willing to work beyond an 8 a.m. to 4:30 p.m. work schedule to fulfill the responsibilities of the position.
- This position requires working on campus at least 50% of the time.

Required Qualifications

- Bachelor's degree and two years experience after degree completion, or master's degree.
- Valid driver's license.

Preferred Qualifications

- At least one year of experience in admissions, student recruitment, the transfer process, or multicultural student support; for regional/remote counselors, two or more years of admissions experience.
- Demonstrated intercultural competence, including experience working in diverse communities.
- Experience working with an accredited, not-for-profit institution.



- 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.
- Demonstrated ability to meet deadlines, prioritize tasks, manage multiple projects, and take initiative, working independently without supervision.
- Excellent communication skills including writing (especially emails) and public speaking.
- Ability to relate well with high school students and parents with strong interpersonal communication competency.
- 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.

The University of Minnesota Rochester retains the right to change or assign other duties to this position.

Job Code	Job Class	Class Title
9702AN	P&A	Student Services Professional 2-Admissions
Focus Area	FTE	HR Approved
EM	1.0	
UMR Internal (Working) Title:	Admissions Representative	

