Graduate Recruitment Manager

highereddjobs.com/search/details.cfm



Type: Full-Time
Salary: $46,227 - $69,782 per year
Posted: 39 days ago
Category: Admissions and Enrollment

Description:
Graduate Recruitment Manager

Robinson College of Business

Office of Premium/Executive Programs

Georgia State University's J. Mack Robinson College of Business is the sixth-largest business school in the country and educates more than 9,000 students across multiple physical campuses throughout the Atlanta region. Known for producing business leaders and innovators, Robinson College and Georgia State University have produced more of Georgia's top executives with graduate degrees than any other school in the country. Our undergraduate and part-time MBA programs for working professionals are ranked among the best by U.S. News & World Report, and our Executive MBA is ranked among the world's best by CEO Magazine.

These are exciting times at the J. Mack Robinson College of Business at Georgia State University. We are growing, and we are thrilled that you are interested in being a part of our team. We are surrounded by individuals empowered to use their expertise and talents to achieve our mission to pursue excellence.

WHAT MAKES **J. Mack Robinson College of Business** A GREAT PLACE?

- A flexible work environment
- Generous benefits, including health, dental, vision, tuition assistance, retirement, etc.
- A knowledge-sharing organization that works collaboratively with diverse partners.
- Professional development opportunities and mentorship
- A rapidly growing center within an academic setting

The Graduate Recruitment Manager will play an integral role in recruiting and admitting candidates into Robinson's flagship MBA program, 14 world-class specialized master's programs, and three innovation-based graduate certificates. This diversity of programs enables Robinson to offer one of the largest and most dynamic portfolios among business schools in the United States.

Demand for Robinson graduate programs is at historic levels. This position will help to build upon our current trajectory by continuing to increase the quality and quantity of our graduate enrollments. Located in our Buckhead Atlanta campus, the Graduate Recruitment Manager will join a team of high-performing, forward-thinking recruitment and admissions professionals who work collaboratively to drive prospects through the recruitment and admissions funnel.

ENROLLMENT FUNNEL MANAGEMENT:

- Hold primary responsibility for the full scope of the enrollment process (prospect to enrollment) for assigned academic programs.
- Cultivate prospects through the application process with high-touch outreach and communications strategies, including email, phone calls, meetings, and introductions to appropriate RCB stakeholders. Day-to-day engagement with faculty director(s)
- Utilize CRM to track applicant engagement and key conversion and communication stages throughout the enrollment funnel
- Coordination with the admissions processing team, and student engagement and career center teams to ensure a successful transition from applicants to admitted enrolling.

ADMISSIONS COMMITTEE AND EVALUATION:

- Leveraging program and industry knowledge in combination with application data to evaluate candidates' academic record, motivation, initiative, leadership potential, work/life experience, extracurricular activities, and educational/personal achievement professional as it relates to preparedness for graduate study at RCB.

- Manage the application review process in collaboration with faculty and the admissions committee, actively contributing to the committee's decisions and scholarship recommendations.

OTHER DUTIES AS ASSIGNED:

Supports the operational success of the recruiting and admission team by providing leadership across the portfolio for one or more following areas:

- Slate analysis - admission and pipeline reporting and lead generation
- Analyzing the effectiveness of recruitment efforts by channel
- GRA and scholarship assignments
- Effective use of chatbots and other AI technologies, etc.

Benefits - The University System of Georgia (USG) provides comprehensive benefits to Georgia State employees. USG offers healthcare, dental, vision, and other benefits, as well as retirement plan options. https://hr.gsu.edu/service-centers/benefits/

USG Retirement Options

- **Optional Retirement Plan -- ORP** is a 401(a) Defined Contribution Plan. Employees contribute 6% and USG contributes 9.24% to the plan. Employees are immediately vested.
- **Teacher Retirement System -- TRS** is a Defined Benefit Plan, a traditional public pension plan. Employees contribute 6% and USG contributes 19.81% to the plan. Your retirement benefit is calculated by factoring years of service, final salary, and 2% multiplier. Employees are vested after 10 years.

See the retirement comparison for more information.

Tuition Assistance Program (TAP) -- Full-time employees enrolled in a USG degree program may earn their degree for free. Find the TAP details here.

Disclaimer: This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion the employee's direct supervisor.

Qualifications:
Minimum Requirements:

Master's degree and one year of related experience; or a combination of education and related experience.

Preferred Hiring Qualifications:

Helpful for this position to have prior experience working in higher education, specifically not-for-profit admissions experience.

College/Business Unit: Robinson College of Business

Department: 120850000

Location: Atlanta Campus

Shift: 8:30am - 5:15pm (work times may vary)

Salary: $46,227 - $69,782

Pay Grade: 17

FLSA Status: Exempt

Job Type: Full Time (Benefits Eligible)

Preferred Hiring Qualifications:

Special Instructions:

To be fully considered for this position, all candidates must submit the following at the time of submission:

- A complete and accurate GSU application
- Resume
- Cover Letter
- 3 Professional references

#LI-BD1

Georgia State University Values: COMMUNITY: Fostering a distinctive shared identity and common purpose across our multi-campus university, IDENTITY, PLACEMAKING & BELONGING: Respecting the dignity and value of all people and perspectives through honorable conduct based on engagement, fairness, access, and civility, TRANSFORMATION: Intentionally pursuing knowledge, practice, and scholarly rigor to inspire lifelong learning, and to make our community and the world a better placeINTEGRITY: Adhering to our values, mission, and the truth through respectful cooperation and effective stewardship of resources, EXCELLENCE: Achieving the highest standards and distinction in teaching, research, and service, STRATEGIC INNOVATION: Embracing invention and creativity in the pursuit of meaningful discovery using our collective talents **USG Core Value Statement**: The University System of Georgia is comprised of our 26 institutions of higher education and learning, as well the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More

details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line at https://www.usg.edu/policymanual/section6/C2653.

Equal Employment Opportunity: Georgia State prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy),, sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions., This prohibition applies to faculty, staff, students, and all other members of the Georgia State community, including affiliates, invitees, and guests.Further, Georgia State prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law,, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract. **Background Check**: Successful candidate must be able to pass a comprehensive criminal background investigation and other background searches as applicable to the job such as credit check and Motor Vehicle Record. **Clery Disclosure of Campus Security Policy and Campus Crime:** Georgia State University is committed to its students' and employees' safety and security.It complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to provide information on certain crimes on campus. This position may be designated as a Campus Security Authority, ensuring that reported crimes are routed to the appropriate University office.

Please note, Georgia State University's career board updates daily and requisitions are subject to be removed without prior notice or before the posting expires.

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