

NOTICE OF VACANCY

Position Title: Recruitment & Admissions
Specialist

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**SALARY:** \$38,000.00 annually

**REPORTS TO:** Senior Recruitment & Admissions Specialist

**BENEFITS:** Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans.

**POSITION DETAILS:** Full-time; FLSA Non-Exempt

**HOURS:** Monday-Friday, 8:00 AM - 5:00 PM; Flexibility outside of normal work hours may be required, including travel (if needed)

**START DATE:** By August 15, 2026

**SUPERVISORY SKILLS:** N/A

**Position Summary:** The Recruitment & Admissions Specialist is responsible for advancing enrollment goals by engaging prospective students and guiding them through the admissions process. This role emphasizes relationship-building, outreach, and event coordination, serving as a key representative of the University of Science and Arts of Oklahoma. The position requires a highly energetic and personable individual who thrives in dynamic, people-focused environments and contributes to the university's student-centered recruitment strategy.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Represent the university at high schools, college fairs, and community events.
- Build and maintain relationships with prospective students, families, counselors, and community partners.
- Manage an assigned recruitment territory, including travel planning and outreach strategies.
- Plan and execute recruitment events such as campus tours, visit days, and special programs.
- Communicate with prospective students via phone, email, text, and in-person interactions.

- Guide students through the admissions process, including applications and scholarship opportunities.
- Maintain accurate records and manage student data using CRM systems (e.g., Slate).
- Collaborate with campus departments to support enrollment initiatives.
- Assist with social media and marketing efforts for Admissions.
- Perform additional duties as assigned.

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Bachelor's degree from an accredited institution
- Valid driver's license
- Strong interpersonal, written, and verbal communication skills
- Ability to travel and work flexible hours, including evenings and weekends
- Ability to work effectively with a diverse population
- Strong organizational and technological skills

**Preferred Qualifications:**

- Experience in admissions, recruitment, higher education, sales, or marketing
- Experience working with high school students or college-bound populations
- Experience with CRM systems (Slate preferred)
- Event planning or coordination experience
- Social media engagement experience

**SKILLS & ABILITIES:**

- Strong public speaking and presentation skills.
- Ability to build rapport quickly and maintain professional relationships.
- High level of initiative, motivation, and goal orientation.
- Ability to work independently while contributing to a team environment.
- Strong organizational and time management skills.
- Adaptability and problem-solving in fast-paced environments.

**PHYSICAL DEMANDS:**

- Ability to travel frequently, including driving to off-campus locations.
- Prolonged periods of standing, walking, and presenting at events.
- Ability to lift and transport recruitment materials (e.g., displays, brochures).
- Extended periods of computer and phone use.

**WORK ENVIRONMENT:**

- Combination of office, campus, and off-site environments (schools, events, community venues).
- Frequent travel within assigned recruitment territory.
- Evening and weekend work required during peak recruitment cycles.
- Highly interactive, team-oriented environment with a focus on student engagement and enrollment outcomes.

**ABOUT USAO:**

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education "to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience." To support this charge USAO is directed "to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education." For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**TO APPLY:**

**To be considered for this position, you must complete the official USAO application, available at <https://usao.edu/about/personnel.html>.**  
If you have any questions email [hr@usao.edu](mailto:hr@usao.edu).

You may also apply in person by visiting:  
**University of Science & Arts of Oklahoma**

Troutt Hall, Room 306  
1727 W. Alabama Ave., Chickasha, OK 73018

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.