

JOB CLASSIFICATION: Non-Exempt, Full-Time Staff

WORK SCHEDULE: Monday - Thursday, 8 am - 5:00 pm; Friday 8 am – 12:00 pm. Occasional evenings and weekends as needed. Changes to schedule must be approved by the supervisor.

LOCATION: Manhattan Campus with frequent travel across recruitment territory during peak recruitment periods.

COMPENSATION: Pay Grade 9 (Hourly Rate: \$18.40 - \$27.50) Actual compensation offered will be based on candidate's relevant education and experience. This position is compensated on a salary-basis equivalent to a 40-hour workweek at the hourly rate offered.

REPORTING RELATIONSHIP: Director of Admissions and Recruitment

PRIMARY ACCOUNTABILITIES:

The Admissions & Recruitment Specialist serves as a key member of the Admissions and Recruitment team and supports the execution of enrollment strategies established by the Director of Admissions & Recruitment. This position is responsible for engaging prospective students throughout the recruitment and admissions process, maintaining communication with applicants, assisting with admissions events, supporting application processing activities, and fostering relationships with educational and community partners.

The Specialist works collaboratively with Student Success, Financial Aid, Academic Departments, Marketing, and other campus stakeholders to ensure a positive, student-centered experience from initial inquiry through enrollment. Responsibilities support the institution's enrollment goals, student engagement efforts, and commitment to exceptional customer service.

ESSENTIAL RESPONSIBILITIES:

- Serve as a primary point of contact for prospective students and families throughout the admissions and enrollment process, providing guidance on admission requirements, program information, financial aid resources, and next step planning.
- Conduct outreach to prospective students through phone calls, email, text messaging, virtual meetings, and in-person interactions to encourage application completion and enrollment.
- Manage and travel throughout an assigned recruitment territory to develop relationships and conduct outreach activities, including high school visits, career fairs, community events, workforce development programs, classroom presentations, and other recruitment initiatives. Regular local and regional travel, including occasional overnight travel, is required.
- Serve as an ambassador for Manhattan Tech by representing the institution at recruitment events, conferences, outreach programs, and community engagement activities, including evening and weekend events as needed.

- Represent Manhattan Tech in complex discussions with potential students, parents, and external partners, requiring tact, diplomacy, and the ability to resolve concerns and reach mutually beneficial outcomes.
- Advocate on behalf of the college to influence potential students and stakeholders, increase enrollment initiatives, and advance recruitment goals.
- Present updates and recommendations to the Director of Admissions and college administration for the purpose of adapting recruiter messaging to improve recruitment methodologies and enrollment outcomes.
- Conduct individual and group information sessions, campus tours, and enrollment appointments, both in person and virtually.
- Support the Director of Admissions & Recruitment in executing enrollment and recruitment strategies designed to meet institutional enrollment goals.
- Maintain accurate student records and activity documentation within admissions systems, CRM platforms, and student information systems.
- Monitor application progress and proactively communicate with applicants regarding missing documentation and enrollment requirements.
- Assist with application review and admissions processing activities according to established institutional procedures.
- Support the planning, promotion, and execution of admissions events, campus visit programs, special enrollment initiatives, and recruitment campaigns.
- Generate activity reports and maintain recruitment data to support enrollment tracking and reporting efforts.
- Develop and maintain relationships with school counselors and teachers, college faculty, administrators, community leaders, workforce partners, and other referral sources to enhance awareness of Manhattan Tech programs and support enrollment growth.
- Uphold compliance with FERPA, institutional policies, accreditation standards, and applicable state and federal regulations.
- Contribute to a culture of professionalism, accountability, collaboration, continuous improvement, and exceptional customer service.
- Perform other duties as assigned by the supervisor in support of Manhattan Tech's mission and enrollment objectives.

QUALIFICATIONS:

- Associate degree required. Candidates actively pursuing an associate degree, or those with a combination of relevant education, military service, and professional experience, will be considered.
- Minimum two years of experience in admissions, recruitment, customer service, sales, education, workforce development, or a related field preferred.
- Ability and willingness to travel frequently throughout an assigned recruitment territory, including occasional overnight travel, evening events, and weekend recruitment activities.
- Strong interpersonal, communication, presentation, and relationship-building skills.
- Ability to engage diverse populations in both individual and group settings.
- Empathetic and patient approach when guiding students and families through the admissions process.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Experience using Microsoft Office Suite, including Outlook, Excel, Teams, and Word.
- Ability to learn and effectively utilize admissions CRM and student information systems such as Slate and Jenzabar.
- Ability to work independently and collaboratively as part of a team.
- Must maintain a valid driver's license and the minimum required liability insurance coverage in Kansas and provide proof of coverage upon request.

PHYSICAL DEMANDS:

- Ability to sit and/or stand for extended periods of time.
- Ability to read screens and print materials.
- Ability to communicate effectively in-person, via phone and email.
- Ability to travel independently by vehicle for extended periods and transport recruitment materials, displays, and event supplies weighing up to twenty-five (25) pounds.
- Ability to work occasional evenings and weekends and to travel during peak recruitment periods, particularly late September through early November.

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an educational setting.
- Work is performed in a variety of environments including college campuses, high schools, community organizations, trade shows, recruitment fairs, and off-campus events throughout an assigned recruitment territory. Regular travel and occasional overnight stays are required to support recruitment and outreach efforts
- Regular interaction with students, staff, faculty, administration, and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. **This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**
2. **Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.**
3. **All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements.**
4. **Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
5. **All ‘offers of employment’ are subject to criminal background check prior to employment.**