



**WE ARE HIRING**

**ARTS & SCIENCE  
RECRUITMENT COORDINATOR**

# DISCOVER WHAT MATTERS.

**Innovative research, creative scholarship, connection, collaboration, lifelong learning and lots of opportunity—Mizzou has it all.**

## POSITION SUMMARY

We are looking for an enthusiastic team player with excellent communication skills and a strong desire to help prospective A&S students, their families, and networks explore all that the College has to offer across its 30+ undergraduate degree programs, experiential offerings, organizations and clubs, scholarships, and more. The focus of this position is student engagement with Mizzou and the College of Arts & Science. This role promotes high school and undergraduate college relations by providing information concerning application procedures, college planning, and general information about Mizzou and the College of Arts & Science to prospective students and their families.

### About Arts & Science

A&S is an incredibly special college—we study everything from the earliest forms of life on Earth, what it means to be human, how we think and organize ourselves, to the universe. We bring this vast and diverse scope of research and creative work to our students to help them design their own futures, build an inclusive environment for excellence, and serve Missouri and beyond.

### About the University

As a flagship, land-grant institution and one of only 65 universities across the U.S. and Canada to be a member of the prestigious Association of American Universities, the University of Missouri is a campus where empathy, innovation and hard work combine to solve the world's grand challenges. We tackle diverse problems because Missouri is a diverse state—from the southern Ozarks to the northern plains. We are Mizzou, where Black and Gold runs deep, and Truman the Tiger embodies our bold spirit.

### About Columbia

Ranked by the American Institute for Economic Research as one of the nation's top 10 college towns, Columbia combines small-town comforts, community spirit and a low cost of living with big-city culture, activities and resources. Our city of about 110,000 people lies midway between Missouri's largest metro areas: St. Louis and Kansas City.

## POSITION INFORMATION

<b>Working Title:</b>	Arts & Science Recruitment Coordinator	<b>Date:</b>	October 2021
<b>University Job Title:</b>	Student Services Coordinator II	<b>Grade:</b>	GG5 9
<b>Reports To:</b>	Associate Dean for Undergraduate Studies, Arts & Science	<b>Vacancy #:</b>	38973

### **The focus of this position is student engagement with the University of Missouri (Mizzou) and the College of Arts & Science. Responsibilities include:**

- Coordinating the daily high school visits to the College of Arts & Science, attending student-focused A&S education events and maintaining personal communication with students and counselors.
- Representing Mizzou and the College of Arts & Science to high school students/parents/alumni at college fairs and high school visits. This includes out-of-state high school visits to communicate with high school educators, students, and alumni. Overnight travel required when representing Mizzou at education and alumni programs in high schools and conferences.
- Building custom reports, dashboards and communications in the admissions management tool, Customer Relationship Management Slate, specific to the College of Arts & Science. The position will represent the University of Missouri and the College of Arts & Science extensively in numerous public forums and at professional meetings.
- Coordinating and editing the College of Arts & Science presentation to high school students and their families visiting Mizzou.
- Coordinating visits for large groups such from high schools, community-based organizations and community colleges.
- Collaborating with the College of Arts & Science leadership on scholarships awarded through the College of Arts & Science.
- Working with individual A&S departments to develop outreach programs to area high schools

### **Minimum Qualifications:**

A Bachelor's degree or an equivalent combination of education and experience and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary.

### **Application Materials:**

Online application, cover letter and resume

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

## OUR EMPLOYEES

- Transform lives
- Collaborate to achieve mutual success
- Learn, discover and innovate each day
- Are supported, valued and empowered
- Work in a safe, inclusive and transparent environment