

Arts Recruitment Assistant

POSITION:	Arts Recruitment Assistant
SUPERVISOR:	Assistant Dean for Creative and Media Arts
DEPARTMENT:	Institute of Creative and Media Arts
LOCATION:	On-campus, located in Tiffin, OH
JOB TYPE:	Full-time
SOC CODE:	27-0000

General Job Description for the Arts Recruitment Assistant:

The Arts Recruitment Assistant provides administrative and communications support and leadership for Arts recruiting activities. This individual also provides support in areas of student retention and program events, and based on qualifications, may provide student ensemble directing responsibilities as assigned.

Key Responsibilities for the Arts Recruitment Assistant:

- Works closely with the Assistant Dean for Creative and Media Arts and aids others within the Institute of Creative and Media Arts.
- Serves as a member of the Arts Recruitment team; contacts, visits, and informs prospective high school and transfer students about Arts programs, culture, mission, and life on campus.
- Acts as a main point of contact and builds influential student relationships during the recruitment process of prospective students.
- Thoroughly and accurately implements activities supporting Arts recruitment strategies by phone, in writing, and by other means, meeting specific requirements and criteria as assigned.
- Maintains a steady flow of communication via email, traditional mail, social media, and phone calls with prospective students and applied students in order to establish a relationship between the student and Tiffin University's Arts Department.
- Conducts visits to high schools or equivalent remote activities to support Arts recruitment strategies.
- Sources and recruits student inquiries using databases, social media, etc.
- Ensures that recruitment goals are met regarding applications, acceptances, and enrolled students.
- Articulates the University's mission to various publics, acting as a liaison between the Arts Department, administrators, students, parents, alumni, etc.
- Encourages a positive and productive working relationship between the Enrollment Management Division and the Arts Department.
- Manages and records arts recruiting data within campus databases such as Slate and Power Campus.
- Maintains up-to-date records on inquiries and applicants.
- Helps welcome new students in order to become fully integrated with Tiffin University.
- Applies student recruiting best practices by achieving calling goals.
- Provides well-documented recruiting logs/notes in the recruiting database.
- Provides active support for all Arts recruitment activities, including but not limited to audition days, festivals, and campus visits by individuals and groups.
- Provides leadership for touring and other outreach activities.
- Collaborates with others in creating innovative ideas to benefit the organization.
- Creates presentations, documents, files, and spreadsheets.



- Performs administrative and customer service duties as needed.
- Exhibit the University's *Guiding Principles*.
- Other duties may be assigned at the discretion of the Assistant Dean for Creative and Media Arts.

Qualifications for the Arts Recruitment Assistant:

Education:

- A bachelor's degree is required.
- A master's degree is *preferred*.

Experience:

- At least one year of experience in a business administration role.
- Proficient in using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.
- Ability to work with basic audio and video technology.

Other:

- Excellent written and interpersonal communication skills.
- Ability to manage multiple projects and work assignments.
- Ability to work both independently and collaboratively.
- Prompt, efficient, and thorough, with attention to detail, deadlines, and goals.
- Excellent customer service ethic and high expectations for quality.

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- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
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