Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT: INTERNATIONAL PROGRAMS AND SERVICES  POSITION #: 200004450
COLLEGE/DIVISION: ENROLLMENT MANAGEMENT & STUDENT SUCCESS  FO TEMPLATE VERSION 10 – MARCH 2011

INSTRUCTIONS:
1. Save this word file with a unique name, such as the position title plus the position number plus the month and year the document is created (e.g. "Admit Asst Dir #274 - March 2011.doc")
2. Complete the Position Description (PD) Form. If this is an existing position, refer to the GUS Position Inventory data for current position data. Instructions for completing the form are found on the HRS web page (www.pittstate.edu/office/hr/index.dot); then Policies & Procedures; then Unclassified Employees; then Position Descriptions. Additional information to help with writing duty statements, competencies, and other position characteristics or requirements can be found at O*Net Online (http://online.onetcenter.org).
3. Attach the Word file of the completed position description to the position in the GUS Position Inventory.
4. Print the completed Position Description Form. Attach a current organizational chart. Route for additional signatures, if required by the division.
5. Send the signed position description to HRS, 204 Russ Hall, for review.
6. HRS & Equal Opportunity will review the Position Description. They will upload to the GUS Position Inventory a pdf copy of the final Position Description with signatures and organization chart.
7. The employee will have access to the pdf Position Description through GUS. Supervisors should review the final Position Description with the employee.

This space is for HRS & Equal Opportunity Use Only

<table>
<thead>
<tr>
<th>FLSA Status:</th>
<th>Exempt</th>
<th>FLSA Exemption(s), if applicable:</th>
<th>Admin. Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Reviewer:</td>
<td>Delta J Aneski</td>
<td>FLSA Review Date:</td>
<td>12-4-15</td>
</tr>
<tr>
<td>EO Reviewer:</td>
<td>Cindy Johnson</td>
<td>EO Review Date:</td>
<td>12-04-15</td>
</tr>
<tr>
<td>Position Effective Date:</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1. POSITION DATA:

<table>
<thead>
<tr>
<th>Action Requested:</th>
<th>X New Position</th>
<th>Change Department/Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Update Position Duties</td>
<td>Other (Explain)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>REQUESTED CHANGE</th>
</tr>
</thead>
</table>

Official Title Description: International Student and Intensive English Program Recruiter

Working Title Description: International Recruiter

Work Schedule (Hours & Days): Monday – Friday, 8:00 a.m. to 4:30 p.m. typically; some evenings and weekends

Length of Position (e.g. Fiscal Year, Academic Year, Other – indicate specific period): Temporary: reappointment is contingent upon satisfactory performance but in no case will total appointments in this position be for more than 3 years.

Percent Time: Full

Location (City where employee works): Pittsburg, Kansas

Supervisor Name: Cathy Lee T. Arcuino

Supervisor Title: Director

Supervisor Position #: 200000271

Supervisor’s College/Division: Enrollment Management & Student
Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT: INTERNATIONAL PROGRAMS AND SERVICES
COLLEGE/DIVISION: ENROLLMENT MANAGEMENT & STUDENT SUCCESS

POSITIVE #: 200004450

Success
Reviewer Name: (optional) Cathy Lee T. Arcunio
Reviewer Position #: (optional) 20000271

2. PRIMARY PURPOSE OF THIS POSITION:

The International Recruiter is responsible for managing a recruitment territory to support the University's enrollment management plan. The International Recruiter manages a travel schedule, develops collegial relationships with school personnel and other constituents and builds relationships with prospective international students by managing select communication. This position also plans and implements international student recruitment strategies to assist in achieving enrollment goals. Extensive international and domestic travel and some evening and weekend work required. This position serves as a member of the International team and receives direction from the Director of International Programs and Services.

3. SUMMARIZE THE REASON FOR THE UPDATE IF THERE ARE SIGNIFICANT CHANGES IN DUTIES OR A CHANGE IN SUPERVISOR OR OTHER ORGANIZATIONAL CHANGE.

4. DESCRIPTION OF WORK:

1. Describe the duties and responsibilities of this position. Include a duty statement for "other duties as assigned."
2. In the left-hand column, indicate the approximate percent of time required for each duty and responsibility. The percentage amounts for all of the duties must add up to 100%
3. Indicate if the duties and responsibilities are essential (duties and responsibilities without which the position could not exist without).

<table>
<thead>
<tr>
<th>% Duties and Responsibilities</th>
<th>X</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Duties are Essential?</td>
<td>X</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Develop and implement recruitment strategy for assigned territory. Review and analyze data relative to recruitment territory to assist in development of recruitment activities. Evaluate effectiveness of recruitment activities and develop new strategies as needed.

- Work closely with the Directors of the International Program and Services and the Intensive English Program when organizing and implementing recruitment strategies and travel planning.
- With the Assistant Director of Undergraduate Admission and International Recruitment, this position will serve as the initial point of contact for new prospective international students, applications and families.
- Extensive international travel required.
- Coordinate and participate in travel activities pertinent to international recruitment, research, professional relationship building, and professional conferences.
- Maintain and document communications with international prospects, applicants, and current students in college databases.
- Plan, implement and evaluate programs in assigned territory.
- Assist in coordinating volunteer efforts of alumni, current students, and PSU faculty and staff to assist in recruitment strategy.
### Duties are Essential? | Yes | No
---|---|---
30 | **Correspond and follow up with prospective students, applicants, University alumni, guidance counselors, members of the University community and other constituents via in-person meetings, phone calls, mailings, emails and text messages. Provide counseling to students and families regarding admission and scholarship policies and practices.**  
- Maintain professional contacts with embassy and consular officials as it impacts international recruitment and admissions.  
- Maintain institutional memberships and actively participate in professional organizations as assigned.  
- Serve on campus committees as required as a representative of international student admissions.  
- Develop a thorough written territory communication plan, including weekly, monthly and yearly follow-up reports.  
- Conduct research and analyze data within assigned territory to coordinate recruitment efforts.**

10 | **Perform other duties as assigned by the Director of International Programs and Services.**
5. **COMPETENCIES (Knowledge, Skills and Abilities)**: List appropriate Knowledge, Skills and Abilities for the position. Indicate competencies that are required for the position at time of hire with a “check.” Refer to the information on the HRS web page for assistance with competencies (see #2 in “Instructions,” above).

### A. Knowledge

- **Academic Advisement** — Knowledge of the process to assist students in clarifying their educational goals and developing an educational plan for the realization of these goals.
- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and designing forms.
- **Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- **Sociology and Anthropology** — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- **Student Assessment and Advisement** — Knowledge of learner outcome assessments and student advisement principles and practices.
- **Student Recruitment and Retention** — Knowledge of principles of student recruitment and retention.
- **Student Support Services** — Knowledge of enrollment management, financial assistance, admissions, registrar & housing operations and functions.

### B. Skills

- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Coordination** — Adjusting actions in relation to others’ actions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Persuasion** — Persuading others to change their minds or behavior.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Research** — Using an organized and systematic way to answer questions.
- **Service Orientation** — Actively looking for ways to help people.
- **Social Perceptiveness** — Being aware of others’ reactions and understanding why they react as they do.
- **Speaking** — Talking to others to convey information effectively.
Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

✓ Time Management — Managing one's own time and the time of others.

✓ Writing — Communicating effectively in writing as appropriate for the needs of the audience.

C. Abilities

✓ Collaboration - Ability to work collaboratively with all stakeholders (faculty, community partners, staff, etc.) to build/sustain internal and external relationships.

✓ Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

✓ Diversity — The ability to effectively work in a diverse educational setting.

✓ Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

✓ Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

✓ Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules, and the ability to negotiate contracts and agreements.

✓ Multi-Task and Deadlines - The ability to manage multiple tasks and meet deadlines.

✓ Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

✓ Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

✓ Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

✓ Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

✓ Relationships — The ability to work in a collegial environment with shared governance, and to establish and cultivate relationships inside and outside the University.

✓ Speech Clarity — The ability to speak clearly so others can understand you.

✓ Speech Recognition — The ability to identify and understand the speech of another person.

✓ Written Comprehension — The ability to read and understand information and ideas presented in writing.

✓ Written Expression — The ability to communicate information and ideas in writing so others will understand.

6. EDUCATION AND EXPERIENCE: List Education and Experience appropriate for the position. Indicate those that are required at time of hire with a "check."

✓ A bachelor degree.

✓ At least three years professional work experience in an area such as international recruitment, international admission, marketing or sales.

Master's Degree
Knowledge of the methods and procedures used in collecting, analyzing, interpreting and reporting data.
7. **LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:** List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire with a "check."

- Valid Driver's License

8. **OTHER POSITION CHARACTERISTICS OR ESSENTIAL POSTING REQUIREMENTS:**
Indicate any other significant characteristics (work activities, work context and work styles) that are significant for the position. Refer to the information on the HRS web page for assistance with Other Position Characteristics (see #2 in "Instructions," above).

### A. Work Activity:

- **Analyzing Data or Information** — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Evaluating Information to Determine Compliance with Standards** — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- **Interpreting the Meaning of Information for Others** — Translating or explaining what information means and how it can be used.
- **Judging the Qualities of Things, Services, or People** — Assessing the value, importance, or quality of things or people.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
- **Processing Information** — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Selling or Influencing Others** — Convincing others to otherwise change their minds or actions.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Thinking Creatively** — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
B. Work Context:

- **Contact With Others** — Significant contact with students, faculty, staff and other constituents is required by means of face-to-face conversations, telephone, email, mail, memo, etc.
- **Deal With External Customers** — Frequent contact with the public occurs when representing the University.
- **Electronic Mail** — Daily use of email for both internal and external communications.
- **Face-to-Face Discussions** — Daily face-to-face interactions with students, faculty, or staff will occur.
- **Freedom to Make Decisions** — Employee will have freedom to make decisions as they relate to assigned territory.
- **Frequency of Conflict Situations** — Conflict situations are minimal.
- **Frequency of Decision Making** — Employee frequently makes decisions that impact work functions.
- **Impact of Decisions on Co-workers or Department Results** — Employee decisions are mainly contained to assigned territory but could impact overall office results.
- **Letters and Memos** — Written communication other than email will be necessary to communicate effectively with the various constituencies on a monthly basis.
- **Public Speaking** — Public speaking is a significant part of the position and is required on a weekly, and sometimes daily, basis.
- **Responsibility for Outcomes and Results** — Employee is extremely responsible for determining goals and outcomes.
- **Structured versus Unstructured Work** — The worker will have significant autonomy in determining daily tasks and priorities for meeting provided goals.
- **Telephone** — Telephone conversations occur on a daily basis.
- **Travel** — Extensive travel is required for recruitment activities and professional development.
- **Work With Work Group or Team** — A significant portion of this position requires working well within a team in order to meet goals.

C. Background Checks:

The position requires a criminal background check.
# Pittsburgh State University

**UNCLASSIFIED POSITION DESCRIPTION FORM**

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## SIGNATURES, GUS POSITION INVENTORY & ROUTING

Print the Position Description and route for signatures as required by the division/area.

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Cathy L. M.</td>
<td>Director, International Programs &amp; Services</td>
<td>11/09/2015</td>
</tr>
<tr>
<td>Department Head or Dean (optional):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td>Title</td>
<td>Date</td>
</tr>
<tr>
<td>Associate Vice-President, if applicable (optional):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Lee Young</td>
<td>AVP Enrollment &amp; Student Success</td>
<td>11/09/2015</td>
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<tr>
<td>Vice-President or Provost (optional):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Rupert S.</td>
<td>Provost</td>
<td>11/10/15</td>
</tr>
</tbody>
</table>

SEND THE COMPLETED POSITION DESCRIPTION TO
HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW