

Other Duties: *List other, important responsibilities or duties that may be performed occasionally or in addition to the essential duties.*

- Provide weekly updates to Graduate School Director regarding enrollment and prospect data.
- Respond to student feedback and advise Graduate School Director when appropriate.
- Perform other duties as assigned by Director.

Qualifications: *List KSAs required to perform duties at an acceptable level.*

Knowledge, Skills, and Abilities

- Knowledge of business related practices / resources in regards to higher education and professional fields
- Demonstrate an understanding and creative approach to developing marketing materials
- Excellent written, verbal, and interpersonal communications skills
- Detail oriented, committed to quality, efficient use of time
- Strong organizational skills with the ability to manage several tasks simultaneously
- Customer-service oriented, prompt and efficient with students, faculty, and staff
- Event planning

Education: *List Education that would likely lead to the possession of the required KSAs.*

- **Preferred:** Master's degree in related field
- **Required:** Bachelor's degree in related field

Experience: *List Experience that would likely lead to the possession of the required KSAs.*

- Relevant experience in sales, promotion, recruiting or marketing
- Experience in writing (public or internal communications)
- Experience in event planning

Equipment: *List any specialized equipment or software the incumbent would be expected to regularly use in the performance of their duties.*

- Microsoft Office software package
- Standard office equipment including but not limited to phone, copier, fax, computer, and audio-visual systems
- Specialized enrollment management software
- Trade Show Displays

Physical Requirements:

- Must be able to bend, kneel, stoop, carry, reach, remain in one position/location for extended periods of time and lift 50 lbs. safely on occasion

Special Requirements:

- Available to work both regular (8am-5pm) as well as occasional evening and/or weekend hours.
- Local and state-wide travel required for events and regular duties. Reliable transportation is necessary.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation* .

Employee signature

Date

Supervisor signature

date

** If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*