

OFFICE OF ADMISSIONS - STUDENT RECRUITERS

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To apply, please go to https://utexas.qualtrics.com/jfe/form/SV_8eThqtFmICPKEK1

Purpose:

To engage with and recruit Black/African American, Latinx, Native/Indigenous prospective students (via phone, email, video person) to increase their application for admission and likelihood of enrollment.

Description:

The Admissions Texas Student Recruiter team in the Office of Admissions is a component of the diversity recruitment initiatives division. Texas Student Recruiters are critical members of UT Austin's admissions efforts as we work toward furthering the University's pursuit of a more diverse and accessible campus community.

Texas Student Recruiter's sole focus is to build relationships with Black/African American, Latinx, Native/Indigenous and other underrepresented prospective students through direct, personalized, and individual engagement. Texas Student Recruiters will communicate primarily via phone, video chat, or email. Texas Student Recruiters will also engage in-person for shadowing and other campus visit opportunities for prospective and newly admitted students in the fall and spring. The team will work closely with professional staff in the Office of Admissions and may also collaborate with other offices in the Enrollment Management portfolio and other campus partners, including various academic departments, Dean of Students, and the Division of Diversity and Community Engagement.

Primary Responsibilities:

- To provide prospective students with honest information regarding student life at UT Austin.
- To increase the number of students from underrepresented backgrounds applying to and enrolling at UT Austin.
- To provide general information about admission, housing, and student services via phone, email, video chat, or in-person at events.
- To assess the needs of prospective students and their families for additional support from admissions staff and/or other campus partners (housing, financial aid, orientation, etc.).
- To connect prospective students with appropriate administrative, college, or departmental offices as needed.
- To project a positive image of UT during all contact with prospective students, their families, and high school officials.

Available Positions:

Texas Student Recruiter

- Positions available: 10
- \$9/hour; minimum 6 hours/week (Monday-Thursday 5:30-8:30 pm; Event times vary)
 - Experience speaking with small and large audiences; bilingual students strongly encouraged to apply.
 - Experience and comfortability engaging with students from diverse backgrounds
 - Ability to speak honestly and enthusiastically about opportunities at UT Austin
 - Completed at least one semester at UT Austin
 - Maintain a minimum 2.5 GPA (cumulative)
 - Work a minimum of 6 hours/week

Application Deadline: Wednesday, April 10

For more information, please contact Paul Mannie at paul.mannie@austin.utexas.edu