**Student Outreach & Recruitment at San Jose State University is hiring.**

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| **About the Position** |
| https://cmshr.cms.sjsu.edu/cs/HSJPRDF/cache/PT_PIXEL_1.gif | The Enrollment and Academic Services Department at San José State University supports the academic mission of the University and collaboratively works with the campus community to enhance student success. The Student Outreach and Recruitment department has a passion for assisting students in achieving their academic goals.  Our office provides SJSU information, admission presentations, and participates in local, regional and national college fairs. The Admission Counselors also assist students with understanding admission requirements and the admission process for frosh, upper division transfer and undergraduate international applicants.Reporting to the Manager of Student Outreach and Recruitment, the position is primarily responsible for assisting in the recruitment and admissions of undergraduate students in support of the Enrollment Management Plan of San José State University (SJSU).  In collaboration with the Enrollment Services units and various University offices, the incumbent assists in representing SJSU to prospective students, parents, high schools and community colleges.Essential Duties and Responsibilities include but are not limited to the following: - Admissions Counseling and Advising- Recruitment Events- Recruitment Processing- Perform other duties as assigned |

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| **First Screening Date** |
| https://cmshr.cms.sjsu.edu/cs/HSJPRDF/cache/PT_PIXEL_1.gif | September 26, 2013, This position is open until filled. To review job details and apply visit: <http://www.sjsu.edu/hr/careers/jobs/index.html> |