

Arizona Christian University
Position Description

Position Title and Position Grade:	Athletic Recruit Coordinator	Date Updated:	8/7/2017
Reports to:	Director of Athletics/VP for Enrollment Management	Department:	Athletics/Admissions
Direct Reports (if any):	Director of Athletics/Director of Admissions	FSLA Status:	
Position Summary: Assist the athletics department coaching staff in the recruitment of qualified student-athletes. Coordinate the admissions process for incoming student-athletes, regularly meet with head coaches to review the admissions funnel, and communicate appropriate tracking data between athletics, admissions, and financial aid. Generate interest in sports for particular athletic programs.			
Prerequisite Qualifications:			
<ul style="list-style-type: none"> A. Bachelor's degree B. Excellent interpersonal skills C. Excellent communication skills D. Ability to work independently and meet deadlines E. Time management F. Ability to organize significant amounts of information 			
Duties, Tasks, Responsibilities (List as many categories as necessary):			
<ul style="list-style-type: none"> A. Coordinate the admissions process for recruited student-athletes B. Track progress for recruits and communicate between athletics, admissions, and financial aid C. Meet with coaches regularly to review the admissions funnel D. Assist in recruiting student-athletes through conversation, campus visitations, and marketing efforts E. Frequent contact with student-athlete recruits and influencers F. Meet with prospective student-athletes on campus visits G. Regularly meet to review goals and the athletic admissions funnel H. Appropriate follow up to obtain necessary documents, including admissions, financial aid, and athletic documentation I. Flexibility in communication and work hours J. Positively represent Arizona Christian University in all communication and visitations 			
Working Conditions:			
<ul style="list-style-type: none"> A. Frequent communication using phone and computer B. Light travel for recruitment and lead generation C. Combination of indoor and outdoor recruitment events per sport D. Frequent face to face interaction with prospective student-athletes and families 			