

Admissions Counselor/Recruiter

Duties include but are not limited to:

- **Advise first year and transfer students (in person, group sessions, phone, or email) on the requirements and programs of the college (i.e. admissions application, financial aid paperwork, immunization records, transcripts, and other necessary documents).**
- **Build and maintain relations with in-state and out of state high schools, community colleges, and other organizations.**
- **Assist the Director of Admissions/Recruitment in marketing and recruitment plans that correlate with the mission and goals of the college.**
- **Schedule and deliver campus tours and information sessions.**
- **Independently plan and execute presentations to students through high school, community colleges, and other organizations in and out of state.**
- **Schedule and attend community events, college fairs, and individual appointments to recruit a diverse and academically talented student population.**
- **Ability to gather data, compile information, and prepare reports**
- **Ability to make administrative/procedural decisions and judgments**
- **Ability to develop and deliver presentations**
- **Ability to communicate effectively, both orally and in writing**
- **Excellent Organization and Coordinating Skills**
- **Knowledge of student recruitment and retention challenges**
- **Ability to develop, plan, and implement short-and long-range goals**
- **Ability to provide leadership and guidance to administrative support staff and/or students**
- **Other duties as assigned**

Minimum Job Requirements

- **Bachelor's Degree**
- **At least one year experience recruiting and advising diverse populations**
- **Knowledge and experience of the admissions processes for transfer and first year students**
- **Proven track record of meeting and exceeding enrollment targets and goals**
- **Ability to work effectively and cooperatively with colleagues, the public, students, faculty, and community**
- **Must be professional in dress and demeanor, dependable, accurate, have attention to detail, be a good team member, and possesses a positive attitude**
- **Experience traveling for work**