Job Title:  Admissions Counselor / Recruiter  

Job Code: 11124

JOB SUMMARY

The Admissions Counselor/Recruiter coordinates and implements student recruitment/admissions activities for a technical college.

MAJOR DUTIES

Coordinates the development and implementation of Dual, Joint, ACCEL and Articulation exams; Plans and implements all student recruitment activities to include campus tours, recruitment material mailings, maintains a recruitment mailing list, maintains social media sites, develops promotional gifts for events and serves as the technical college representative at college recruitment functions; Coordinates Compass and Asset exams between the high school and IT Department at the college; Assists prospective students with the admission and readmissions process to include advisement of specific career paths; Receives and enters applications into the student information system and counsels students on Compass scores; Enters college and high school transcripts and verifies in-state residency; Provides information by telephone, written correspondence and in person to interested parties regarding application procedures and admissions requirements; Collaborates with Academics to develop Dual, Joint and ACCEL schedules each semester and adds additional programs if needed; Assists with the design and execution of special event projects and activities.

COMPETENCIES

Skill in the operation of computers and job related software programs  
Oral and written communication skills  
Skill in interpersonal relations and in dealing with the public  
Decision making and problem solving skills  
Organizational skills  
Ability to multi-task  
Knowledge of financial aid procedures  
Knowledge of scheduling courses  
Knowledge of admission requirements for students
MINIMUM QUALIFICATIONS

Bachelor’s degree from an accredited college or university *and* Two (2) years of related work experience
Experience in the uses of MicroSoft Office Suite

Note: Experience may substitute for the degree on a year-to-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.