



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; and
- Other duties as assigned.

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 in a related field ***and*** Two (2) years of related work experience
- Note: Experience may substitute for the degree on a year-to-year basis

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location