

## POSITION DESCRIPTION

### Admissions Counselor

**DEPARTMENT:** Department for Enrollment

**FUNCTION:** Reporting to the Director of Admissions, the Admissions Counselor represents Clinton College to prospective students and organizations and works to increase inquiries and convert applications into enrolled students. The successful admissions counselor exhibits superior customer service skills and professionalism throughout daily interactions and communications with students including interviews, phone calls, emails, text messages and information sessions. The counselor creates and implements recruitment strategies to reach prospective students through events, referrals, online and print communications, and outreaches to businesses and organizations. The admission counselor must demonstrate an ability to work independently as well as collaboratively with team members, faculty, students, alumni, administrators and staff. A flexible work schedule that will include days, evenings, and some weekends is required. Travel, valid driver's license and access to a vehicle required.

**REPORTS TO:** Director of Admissions

**MAJOR DUTIES/RESPONSIBILITIES (may include but are not limited too):**

- Complete weekly activity report to include documentation of recruitment/outreach activities and student appointments.
- Ability to work on a registration deadline, strive towards college-wide enrollment goals and use outstanding customer service to recruit students to the College's programs.
- Develop and update a database of school counselors, administrators, and contact people with whom workshops, and information sessions can be booked. Network with new contacts to help increase inquiry production.
- Utilize phone, email, and mail to communicate with prospective students in a timely manner, providing superior student service.
- Work with prospective students to garner completed application files and enrollment deposits prior to enrollment and efforts to increase retention.
- Become familiar with working territory and demographics of cities/towns in that area to best reach the student population for Clinton College.
- Attend training sessions to receive updated information about new programs, services, educator licensure requirements, etc.
- Under the direction of the Director, participate in the events prior, during, and after each term such as information sessions, orientations, registration events and graduation.
- Ability to work independently, and to arrange information sessions, set appointments and promote the College in a positive manner.
- Ability to follow the expectation of treating fellow employees, students and the institution's guests with civility, and to refrain from activities that disrupt the efficient functioning of the college.
- Ability to follow directions and complete tasks accurately as well as accept supervisory input and constructive criticism.

**QUALIFICATION/EXPERIENCE:**

- Bachelor's Degree from an accredited institution
- Master's Degree Preferred
- Recruiting, management, sales and/or knowledge in higher education required

**Salary: 30,000-\$48,000 annually**

To apply, please submit resume to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu).