

POSITION DESCRIPTION

ADMISSIONS RECRUITER

DEPARTMENT: ADMISSIONS

CLASSIFICATION: FULL-TIME

SHIFT: Monday-Friday, 8:30am-4:30pm, Additional hours as requested and/or needed

FUNCTION: As an Admissions Recruiter at Clinton College, you will play a crucial role in expanding our Enrollment Pipeline by representing the college to prospective students and organizations. Reporting directly to the Director of Admissions, you will be responsible for acquiring inquiries and applications through various channels, including events, referrals, private school visits, online and print communications, social media as well as outreach to businesses and organizations to cultivate relationships.

This position requires extensive travel during Admissions peak season (August-December). You will engage with prospective students through visits, phone calls, emails, text messages, and information sessions, always demonstrating superior customer service skills and professionalism. A flexible schedule, including availability during days, evenings, and some weekends, is essential for this role. A valid driver's license is also required due to the travel involved.

REPORTS TO: Director of Admissions

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

- Travel up to 80% during peak season (August-December).
- Plan and implement recruitment activities and strategies to cultivate and recruit prospective applicants in the assigned territories.
- Complete a weekly activity report to include documentation of recruitment/outreach activities and student appointments.
- Proficient in meeting registration deadlines, actively contributing to college-wide enrollment objectives, and employing exceptional customer service skills to attract students to the College's programs.
- Develop and update a database of school counselors, administrators, and contacts with whom workshops, and information sessions can be scheduled to increase inquiry production.
- Utilize phone, email, and mail to communicate with prospective students in a timely manner, providing superior student service.
- Collaborate with prospective students to ensure completion of application.
- Become familiar with demographics of working territory to best recruit for Clinton College.
- Under the guidance of the Director, actively participate in all relevant events, including information sessions, orientations, registration events, graduation ceremonies, and other related activities as required.
- Consistently demonstrate respect and professionalism when interacting with fellow employees, students, and guests of the institution, while also avoiding any actions that may disrupt the efficient functioning of the college.

- Proficient in following instructions, completing tasks accurately, and welcoming supervisory guidance and constructive feedback.

QUALIFICATION/EXPERIENCE:

- Bachelor's Degree from an accredited institution
- Recruiting, Management, Sales/Customer Service and/or Higher Education experience required.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide a written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The email's subject line should read "Admissions Recruiter". The process will continue until the position is filled.