BENNETT COLLEGE

Job Posting

Title: Admissions Counselor
Date of Posting: 09/25/19
Closing Date: Until Filled
Job Code: 19-0925BJC
Department: Office of Admissions
Reports To: Director of Admissions

GENERAL SUMMARY:

The Admissions Counselor will assist the Director of Admissions in meeting institutional enrollment goals. This person will also be responsible for developing and interpreting technical reporting tools for enrollment purposes. Additionally, this person is responsible for managing all aspects of the recruitment process in an assigned geographic territory, which includes marketing strategies, relationship building, application review, and extensive travel. Additional responsibilities include assistance in operational assignments as needed.

ESSENTIAL JOB FUNCTIONS:

- Travel extensively to represent the college at a variety of recruitment venues/programs
- Produce reports as needed to assist the office of admission in prospect management and recruitment
- Assist with the planning and implementation of recruitment and yield activities in the admissions office.
- Conduct interviews, tours and presentations on and off campus.
- Review application materials and admission decisions
- Develop and maintain correspondence with students, parents, alumnae and other institutional officials & representatives
- Compile extensive quarterly and year-end reports
- Willingness to work nights and weekends is required
- All other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of enrollment process and associated cycles of tasks/responsibilities
- Knowledge of college academic offerings and support systems
- Must be detail oriented
- Goal oriented
- Must be extremely flexible and have the ability to adapt to change
- Knowledge of financial options available to new students
- Excellent written and oral communication skills
- Strong interpersonal and customer skills
- Ability to process student information in designated student info system
- Ability to work collaboratively as a team member
- Ability to multi-task and prioritize tasks in order to meet deadlines at times with minimal supervision
- Ability to work with diverse populations

EDUCATION AND EXPERIENCE:

Mandatory

- Requires a Bachelor's degree supplemented by one to three years of substantive experience in admissions, recruitment, high school guidance, public relations, counseling or other relevant field or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Excellent interpersonal skills (written, verbal, phone) and work ethic required.
- Travel required; must have a valid driver's license.
- Must be able to work a flexible schedule including evenings and some weekends.

Preferred

- Bilingual skills (English/Spanish or other)
- Experience with a Student Information System (i.e. Jenzabar) and a Customer Relationship Management System

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter

- resume
- application for employment (found at www.bennett.edu)
    - reference Job Code **19-0925BJC**
- unofficial transcripts from every college and university attended
    - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received <u>ONLY</u> by email at: hr@bennett.edu

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.