



# BENNETT COLLEGE

## Job Posting

**Title:** Admissions Counselor  
**Date of Posting:** 08/18/2021  
**Closing Date:** Until Filled  
**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 admissions 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 interpersonal skills
- Strong work ethic
- 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.
- 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) desirable
- 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:

- online application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - click on "Quick Links" at the top of the home page
  - click on "Employment Opportunities"
  - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- 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  
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.